



Servicemember Agricultural Vocation Education (SAVE) Farm Program Catalog and Student Handbook 2023- 2024

A PATHWAY TO AGRICULTURE

MESSAGE TO POTENTIAL STUDENTS

The Servicemember Agricultural Vocation Education (SAVE) Farm strives to prepare our graduates with the knowledge and skills required to be productive and efficient in the agricultural workforce. We also strive to help our students achieve their educational goals with little to no debt through cost effective educational options that allow our students to obtain a quality education in a practical amount of time. By working with the local business and industry community through cooperative agreements, we ensure that our students are using the latest practices in all of our agricultural training to what is found in the field. Our instructors are experienced agriculturalist with generations of experience prior to joining the facility at SAVE.



SAVE is committed to developing a strong agricultural workforce and promoting the economic vitality of the Agricultural community. Focusing on providing a well-rounded educational experience to help shape the leaders of tomorrow. We encourage our students to be open minded to the many different facets of agriculture. This provides opportunities that can help foster relationships and build leadership characteristics that can be utilized in any agricultural endeavor.

We strongly believe and stand behind the concept of therapy through agriculture. Engaging with the land promotes a holistic pathway to healing and coping, one that encompasses mind, body, and spirit. Our facility provides our students with the opportunities for healing for those in need, helping service members regain a fulfilling purpose in life through agriculture.

On behalf of the faculty and staff of the SAVE Farm, we invite you to explore our institution and let us know how we can help you or your agricultural business goals you have set. By working together, we can all positively impact the future of agriculture.



ABOUT THIS CATALOG

This catalog and student handbook is effective for beginning students entering the SAVE Farm in the 2023-2024 academic year and for any SAVE Farm student returning in the 2023-2024 academic year whose catalog has expired.

This catalog has been prepared for the convenience of prospective students, current students, faculty, and staff. Information pertaining to course offerings, admissions, financial aid, regulations, and other special services available to the general public is contained in this document. The statements in this catalog are for informational purposes only and are not the basis of a contract between a student and the SAVE Farm. The catalog is published by the SAVE Farm Operations Office and is reviewed annually by the SAVE Farm Academic Committee. SAVE provides this catalog in accessible formats online and in print, upon request.

While the provisions of this catalog and student handbook will ordinarily be applied as stated, SAVE reserves the right to change any provisions listed, including but not limited to entrance requirements and admission procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, and the school calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such change might create for students. It is especially important that each student accept personal responsibility to be informed of all changes, including academic requirements for graduation.

Please visit www.thesavefarm.org/ for the most current information.

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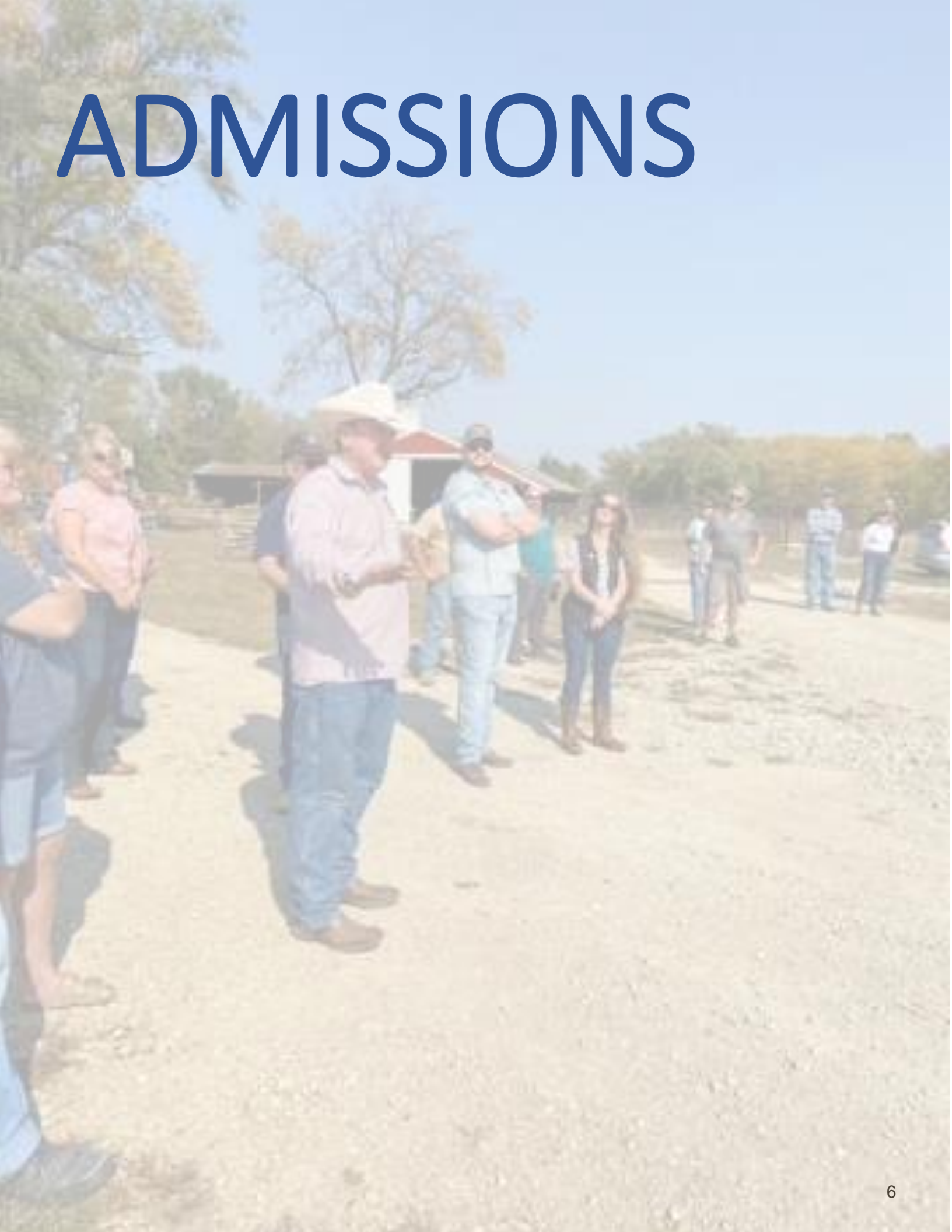
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ADMISSIONS



GETTING STARTED

RIGHTS of SAVE Farm

Our institution reserves the right to deny a student admission or readmission if considered detrimental to the best interests of the SAVE Farm community or if the institution is unable to provide the services, courses or program(s) needed to assist the student in meeting his/her educational objectives.

Entrance Requirements

Prospective students are encouraged to review this catalog prior to signing the Enrollment Agreement.

SAVE reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program. If a student wishes to apply to another program in the future, the individual must independently meet all the admission requirements in place for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program.

Admission Procedures

Students must apply for admission either electronically or by submitting a paper application.

The following items must be successfully completed prior to enrollment and prior to being eligible to sit in class:

- Completion of all admissions documentation, including but not limited to the Enrollment Agreement and disclosures.
- Completion and passage of applicable entrance assessments.
- Acceptable proof of graduation from an institution providing secondary education or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education.

Not required, but highly recommended: Campus tour

Acceptable documentation of high school graduation or GED Scores must be received by the organization prior to the student's first scheduled class of the program. **It is the student's responsibility** to provide acceptable documentation of high school graduation or its equivalency, as well as any additional documentation that may be necessary. Any student who does not provide valid documentation within this timeframe will be unregistered from all classes and his or her program of study.

Prospective students may be conditionally accepted contingent upon satisfaction of all admission requirements and receipt of supporting documentation no later than the first scheduled day of class.

- Admission to the Servicemember Agricultural Vocation Education Farm is open to all applicants who will be 18 years of age at the time their program begins (as applicable). Applicants under the age of 18 will not be admitted.
- All applicants must be citizens, permanent residents, or eligible non-citizens of the United States. Documentation of eligibility status may be required.
- A health certificate, immunization records, and the results of certain tests may be required for some programs.

- Applicants must be able to read, speak, and write English.

Social Security Number

Applicants for admission must possess a valid social security number. Documentation must be provided upon request. A valid social security number is required to be registered and/or certified by appropriate boards. Other documents may be required by some licensing agencies. Document Integrity Any forged/alterd academic document, foreign or domestic, submitted by a prospective student will be retained as property of the organization and will not be returned to the prospective student. The student will not be considered for admission. If a student is currently attending, and the Organization becomes aware of a forged credential, the following applies:

- If the forged document were used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the program with no earned credits awarded; or
- If the forged document was used to gain transfer credit, the student will be dismissed from the program and any transfer credit already awarded from the forged credential will be removed.

Personal Interview

The organization requires a personal interview with each applicant prior to acceptance into any program. The organization encourages parents or spouses to attend the interview. This gives applicants and their families the opportunity to see the facilities and equipment and to ask specific questions relating to the program, the curriculum, and career training being considered. The personal interview gives SAVE the opportunity to meet prospective students and evaluate their qualifications and aptitude. Certain programs may also require an interview with a partnering company prior to the opportunity.

Acceptance by the Institution

Once all entrance requirements have been completed, the applicants will be placed on a waitlist. Waitlist SAVE limits the number of students who are accepted for admission to its programs to maintain optimum faculty to student ratios and ensure appropriate clinical opportunity for all students. Once all applicants are processed, those placed on the waitlist will be ranked using a rubric. The rubric is a points-based assessment, with points awarded based on applicant success in the following components: Veteran status, disability status, field of study, clinical entrance assessment, interview with department personnel, and financial readiness.

Alternates

Depending on circumstances, students may be conditionally accepted into certain programs as an Alternate Student. Alternates are chosen based on the rank order of the waitlist. Waitlist applicants selected as an alternate must attend orientation and all classes scheduled in the first seven calendar days. Alternates are subject to the requirements of the organization catalog, including attendance, behavior, dress code, and classroom assignments.

Online Learning

SAVE Farm does not offer online learning.

Student Orientation

Prior to beginning classes, all new students must attend orientation. Orientation will facilitate a successful transition into SAVE; therefore, attendance for new students is required regardless of prior institution experience. At orientation, students will be acquainted with the administrative staff, faculty, and peers. The administrative departments explain ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, Student Affairs will meet with the student during the first week of class to ensure all relevant information is reviewed with the student.

Prior Credit Evaluation

All official college transcripts need to be submitted for evaluation for prior credit 14 days before the start of the first day of the course or program. SAVE will review and evaluate all transcripts received but does not guarantee the issuing or placement of students based on courses previously attended at other colleges or universities.

Readmission

It is SAVE's policy to encourage previously withdrawn students to return to school to complete their education. Students must meet all entrance requirements in place at the time of readmission. The reentry process requires review and approval of the student's financial status, financial aid eligibility (if applicable), completion of enrollment agreement, collection, and review of official transcripts, as well as prior academic performance and any other documentation required by the program the student is reentering. Students may be required to demonstrate skill competency prior to readmission. Readmission is contingent upon space availability and requires final approval of the Organization's CEO/President. Returning students will be enrolled into the program curriculum in place at time of reentry; exceptions may apply for students who are withdrawn in good standing.

Students who are dismissed from the program are not eligible for readmission. Under certain conditions, students may be required to complete and pass a drug screening, at their expense, prior to readmission as outlined in the Drug Screening section of this catalog.

Criminal Background

Check It is SAVE's policy to ensure that enrolling students are aware of the potential effect and consequences of past criminal behaviors.

Employers or state/national licensing agencies have requirements that could prevent a student from completing the program or finding employment in the student's chosen field. Consent to perform a criminal background check must be completed and received as part of the admission process. Results will be evaluated immediately upon receipt, but no later than the add/drop period. Convictions, guilty of pleas or nolo contendere pleas for certain drug-related, fraud-based, or other serious crimes will disqualify a prospective student from remaining actively enrolled: she/he will be unregistered from all courses and the Organization without incurring academic or financial penalty. A listing of the specific offenses that are considered can be obtained from SAVE.

If a potential applicant believes that the results of the background check are incorrect, the organization will provide the student with the contact information to appeal the organization's decision. However, the applicant process will not move forward until the appeal is complete, and the student may need to reapply for a future class if the appeal is accepted. Many states, employers, and agencies impose restrictions on the employment, registration, license, or certification of workers with certain criminal convictions. Facilities and institutions that accept SAVE students may require an additional criminal and/or personal

background check and may reject a student based on criteria different from those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for employment following completion of the program. Employment decisions are outside of the control of SAVE. SAVE cannot guarantee job placements for individuals with criminal, drug-related, or personal background histories that preclude from working in a professional setting.

Applicants who have questions regarding how these issues may affect their potential future employment should discuss this matter with a SAVE official prior to beginning their program.

Drug Screening

SAVE reserves the right to conduct random drug screening at any time through the program. Drug screening results are confidential and are evaluated on a pass/fail basis. Students failing the screening will immediately be withdrawn from the program. A student may request a retest at his or her own expense if s/he believes the screening resulted in a false positive. The re-screening must consist of an observed urine test within 24 hours at the facility directed by SAVE. If the retest is negative the student may remain in school. If the results of the retest are diluted, adulterated, and/or substituted reading, it will be considered “flagged” and will be considered a failed test.

A student withdrawn for a failed drug screening has one opportunity to be eligible to apply for readmission into the school and program of study under the following conditions: Prior to readmission, a drug screening must be taken at the direction of SAVE and paid for by the student. If the drug screening is negative and the student meets all conditions of the Readmission section of this catalog, then the student will be approved to reenter into the program. If the drug screening is positive, the student will be prohibited from reentering the program at any time in the future. Any subsequent violation of the drug policy after readmission will result in immediate dismissal.

Students should be advised that SAVE is governed by federal law in matters regarding the pos-session and use of controlled or illegal substances. As referenced in the Drug & Alcohol Abuse Policy outlined in this catalog, the possession or use of amphetamines, cocaine, marijuana, opiates, and phencyclidine are illegal under federal law. Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. SAVE will refer violations of prescribed conduct to appropriate authorities for prosecution. Federal and state sanctions for illegal possession of controlled substances range from up to but not limited to four years’ imprisonment and up to and not limited to \$20,000 in fines for each offense.

Any person who drives while under the influence of alcohol may have his or her driver’s license suspended or revoked and immediately be removed from the program. The term “controlled substance” as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 182, and as further defined by regulation 21 CFR 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

Disclosure Concerning Arbitration and Class Action Waiver

As part of your enrollment into SAVE programs, you will be required to sign an arbitration agreement and class action waiver, which are defined as follows: Arbitration, a form of alternative dispute resolution, is a way to resolve disputes outside the courts. The dispute will be decided by one or more persons (the ‘arbitrators’, ‘arbiters’ or ‘arbitral tribunal’), which renders that ‘arbitration award’. An arbitration award is

legally binding on both sides and enforceable in the courts. A pre-dispute arbitration agreement requires a person to obtain relief through arbitration instead of seeking relief through litigation in the courts. A class action waiver prevents an individual from bringing or participating in a class action. A class action, also known as a class action lawsuit, class suit, or representative action, is a type of lawsuit where one of the parties is a group of people who are represented collectively by a member of that group. In addition, SAVE cannot require that the borrower participate in arbitration, nor in any internal dispute resolution process, prior to the borrower's filing of a defense to repayment claim with the U.S. Department of Education under 34 C.F.R. § 685.206(e); SAVE cannot in any way require that a student limit, waive, or relinquish their ability to pursue filing a borrower defense claim with the U.S. Department of Education under 34 C.F.R. § 685.206(e); and, if any arbitration is ultimately undertaken pursuant to a pre-dispute arbitration agreement, the period of that arbitration tolls the limitations period for filing a borrower defense to repayment application or claim with the U.S. Department of Education under 34 C.F.R. § 685.206(e)(6)(ii).

Financial Aid

SAVE Farm is not able to assist in funding students' educational objectives through the use of Federal Financial Aid nor VA Educational Benefits. Periodically, scholarships are made available through the donations of supporting organizations. Students interested in the availability of such scholarships will have to inquire prior to the start of the program in which he/she is enrolled.

Financing Requirements

All students must have a financing package on file no later than the seventh calendar day of the first term. SAVE reserves the right to withdraw at any time any student who fails to complete their individual financing requirements or make timely payments.

Cancellation and Refund

Student's Right to Cancel

Applicants or students may cancel or terminate their enrollment at any time, before or during their training. Applicants or students should notify SAVE's CEO/President of their intent to cancel or withdraw either in person, via telephone, email, or in writing. All monies will be refunded if SAVE does not accept the applicant if the student cancels within three (3) business days (excluding Saturdays, Sundays, and holidays) after signing the Enrollment Agreement and making an initial payment. Cancellation after the third (3rd) business day, but before that first class, will result in a refund of all monies paid. If notice of cancellation is received, refunds will be paid by SAVE within 30 days. After the expiration of the cancellation period, SAVE is entitled to retain the application fee.

Student's Right to Withdraw

The Institution's policy for determining the student's withdrawal date is the earlier of (A) the date the student notifies SAVE of his/her withdrawal or the date specified by the student or (B) the last recorded date of training attendance by the student, as documented by SAVE, if the student stops attending training without notifying SAVE or (C) the date the student violates published SAVE policy that provide for the student being withdrawn.

The student's start date through the last date of attendance will determine the percentage of program completion, and the applicable percentage will be applied to the formula used in the refund calculation as stated below.

Refund Policy

Refunds are made for a student who withdraws or is withdrawn from the program prior to the completion of his/her program and are based on the tuition billed for payment period or period of enrollment in which the student withdraws, according to the Refund Calculation set forth below. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 40 calendars of the notification of an official withdrawal or date determination of withdrawal by SAVE. SAVE does not refund charges for books issued to the student unless the books are re-turned in new and unused condition within 14 calendar days following the date of receipt or Student withdrawal.

Veterans and VA Students Refund Policy (VA Educational Benefits Recipients)

VA Students attending SAVE will be given a pro rata refund which is prorated on a daily basis. The exact proration will be determined on the ratio of the number of days of instruction completed by the veteran/VA student to the total number of instructional days in the course. In the event that the veteran/VA student fails to enter the course or withdraws or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly, within 40 days. Registration fee of above \$10 is subject to proration.

“In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33), Veteran Readiness and Employment (Ch. 31), or Dependents' Educational Assistance Program (Ch. 35) benefits while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to:

Provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) - A “certificate of eligibility” can also include a “Statement of Benefits” obtained from the U.S. Department of Veterans Affairs’ (VA) website; eBenefits; or a VAF 28-1905 form, for chapter 31 authorization purposes.

VA students will not be required to apply for this refund; it will be made when the school becomes aware of the individual's failure to enter the course, withdrawal, or other discontinuance there from. If SAVE ever applies a more favorable refund policy for the general student population, it shall be applied to veteran/VA students as well.

Time of Withdrawal	Refund Percentage
Through 25 th Calendar Day	100%
26 th Through 55 th Calendar Day	50%
After 55 th Calendar Day	No Refund

Military

Students who must report for active U.S. military duty during an academic term are entitled to receive a full refund of tuition and fees. All refunds are subject to the presentation of official military documentation. Students who volunteer for military service will be subject to the SAVE Farm's non-military refund policy.

Return to Title IV Refunds

SAVE Farm is unable to accept or process any Title IV Funds. As a result, there are no refunds.

Federal regulations may require students attending SAVE who receive federal forms of financial assistance under Title IV, and completely withdraw from the institution, to be subject to a "return of Title IV aid" calculation which is different from the pro rata refund percentages.

Refund Calculation

The schedule of refunds for students who withdraw after starting school, or are dismissed by SAVE, will be computed as follows:

- If a first-time student (one who has not previously attended training with SAVE) with-draws within the first twenty-five (25) calendar days of his or her program of study, no tuition charges will be incurred.
- If a student withdraws after the first twenty-five (25) calendar days, but prior to the fifty-fifth (55) calendar day of the period of enrollment or payment period for which he or she has been charged, the student shall be entitled to a pro rata refund of the tuition charged for the period of enrollment or payment period.
- If a student withdraws after the fifty-fifth (55) calendar day of the period of enrollment or payment period for which he or she has been charged, the student shall be obligated for the tuition charge for the entire period of enrollment or payment period and not entitled to any refund.

Student Notification Regarding Withdrawal and Refunds

A \$10.00 administrative fee will be assessed to any withdrawn student eight days after their attendance.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, SAVE shall make a settlement that is reasonable and fair to both parties.

Students may repeat a course. If the Student should withdraw from the program for any reason, based on the refund policy, the hours, or weeks in attendance for repeating a course, depending on the program, will be used in the program completion percentage calculation in determining the student's financial obligation to SAVE.

SAVE will assist students in developing financial plans to pay for their education through a combination of student or family contributions, financial aid (if eligible), and finance plans. All students must sign a Retail Installment Contract for direct educational costs not covered by Title IV or agency funding. All payments are the full responsibility of the student and are payable as stated in the student's Enrollment Agreement and retail installment contract if applicable.

Students may be required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled.

Any change in financial situation that may affect a student's ability to make scheduled payments must be discussed with the Financial Aid Office and the Administration Office. Failure to keep all payments current may result in withdrawal from SAVE.

GRADUATION REQUIREMENTS

- Students must complete a minimum of 70% of the required course work at SAVE (when excused absence is due to unforeseeable circumstances).
- Graduates must have earned a 2.0 grade point average at SAVE.

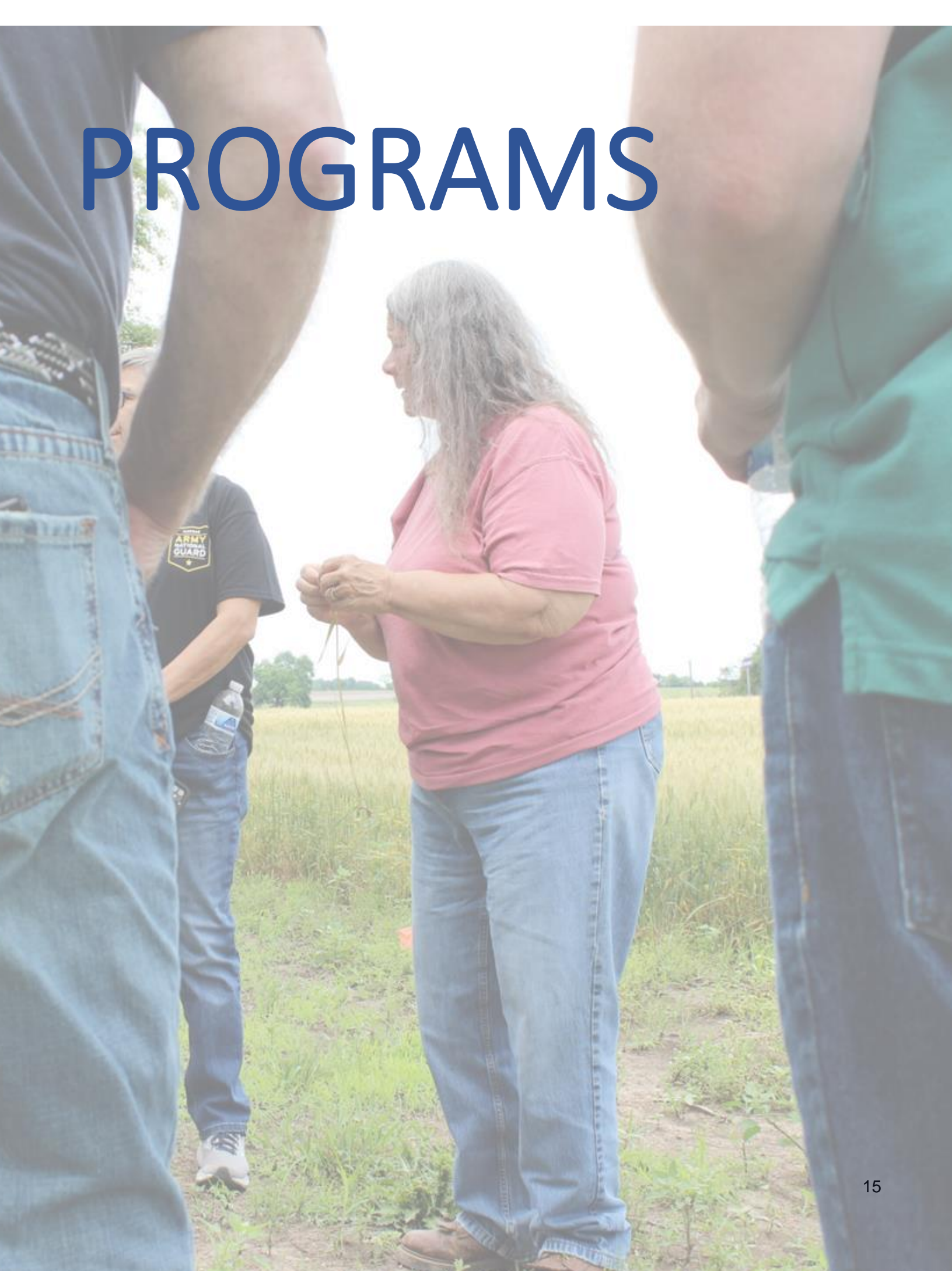
- Students must have completed coursework at SAVE within 2 years starting from the date of the program they wish to graduate.



Residence Life

SAVE Farm does not offer on-campus or off-campus housing. Students are responsible for finding suitable housing accommodations for the period in which he/she/they are training with SAVE Farm. SAVE Farm may be able to assist in locating suitable accommodations whenever possible.

PROGRAMS



SAVE Farm Programs and Events

The Servicemember Agricultural Vocation Education Farm offers many different programs and events in order to help our transitioning service members, veterans, and the community. Our students receive on-the-job training from experienced agricultural producers on our own diversified farm – a combination that is one of our key differentiators.

Our partnerships with the agriculture industry allows us to expand our programming and build networks for our students that will enhance their future careers and job placement.

Sustainable Agriculture Program

This program begins in January and July. The program seats a maximum capacity of 15 students per cohort. The curriculum includes classroom instruction in farm production, business, and legal knowledge as well as hands-on activities to reinforce the instruction in areas such as equipment operations, construction, animal science, and crop science.

The curriculum for SAVE Farm was developed to provide foundational knowledge and experience in issues that are key to farmer success. Classroom and field instruction are led by experienced farmers and local resource providers.

Farm production training includes annual crop production procedures on 80-acres. The class curriculum integrates farm business and legal knowledge.

Certification Requirements

To successfully complete our Sustainable Agriculture Program, students will have to meet the following criteria for a minimum of 414 contact hours, demonstrate an understanding of the materials covered and present a solid business plan. Students who have met these requirements will receive a Certificate of Completion.

Program Subject Areas

Agribusiness Management

The Agribusiness Management provides our students with the knowledge and skills required for employment on, management of, or ownership of a farm, or employment in an agribusiness field. Students will be prepared to apply the economic and business principles involved in the organization, operation, and management of the farm, ranch, or agribusiness.

Animal Behaviorism

This section will introduce students to the mechanistic and evolutionary causes of animal behavior, including communication, foraging and anti-predator behavior, spatial behavior, mating behavior, parental care, and social behaviors.

Animal Science and Industry

This section will provide students with the fundamental overview of the application in the care and use of agricultural animals. This course will also provide a fundamental basis of the agricultural animal industry operation on a small scale.

Conventional Crop Science

This section will provide our students with the knowledge required to identify and explain the importance of crops for food production. Also, students will be able to describe and explain the basic principles of plant growth.

Cover Crops

This section will introduce students to plants used primarily to slow erosion, improve soil health, enhance water availability, smother weeds, control pests and diseases, and increase biodiversity on the farm as well as the methods and techniques in which they are used.

Farm Construction

This introductory to basic construction provides the skills that prepares students to construct and maintain agricultural structures and the equipment used to accomplish the tasks.

Farm Equipment Maintenance and Operations

This section will provide knowledge of safety philosophy in farming equipment and how to approach farming tasks safely.

Farmstead Design

Will introduce students to designing their landscapes to be ecologically sound and working with nature in order to be low maintenance and highly productive.

Farming/Ranch Fencing

This section introduces students to fencing material installation. Instruction will be including layout and post setting, gate building, demolition of existing fences, operating equipment associated with fences building for both demolition and installation of new fences and gates, and all cleanup work.

High Tunnel Construction and Operations

Students will cover all aspects of constructing, owning, and operating a high tunnel.

Horticulture (Beginning)

Students will be introduced to the basic concepts and skills utilized in horticulture. Student will receive an introduction to basic botanical concepts such as morphology, anatomy, taxonomy, physiology, genetics, and propagation as they apply to horticulture.

Horticulture (Intermediate)

Will introduce the students to the area of horticulture that involves the growth and use of plants for their beauty. The production and use of woody and herbaceous plants will be covered in this course.

Horticulture (Advanced)

Will provide students with a fundamental knowledge and skills base that includes designing plans for landscapes, installing landscapes as specified in the plans, and maintaining the landscapes.

Marketing

This section will help students develop analytical tools in regard to agricultural marketing. The course will also provide an overview of the role of agriculture in the United States.

Range Management

Will introduce students to grazing management, vegetation management and the management of rangeland for different ecological services.

Intro to Regenerative Agriculture

Students will be introduced to a holistic, system-based approach to farm management and ecological design. Students will learn to actively regenerate the environment and develop foundational knowledge in soil regeneration, water conservation, plant sciences, and permaculture design.

Specialty Crops

Students will be introduced to the principles and practices of field production commercial horticultural crops, with emphasis on fruit and vegetable systems. Topics include site selection, soil fertility, irrigation setup and management, equipment and tools, integrated pest management, season extension strategies, postharvest technologies and handling, food safety, marketing, and basic business planning for fruit and vegetable enterprises.

Water Quality

Will provide students with the knowledge and techniques to increase infiltration, and greatly reduce erosion and water loss from evaporation in order to maximize your water availability of water for livestock and crops.

Watering

This section prepares the student to apply basic soil, plant, water, and atmospheric engineering principles for the purpose of determining the crop water needs.

***Students will be required to participate in these course requirements in order to gain the knowledge and experience needed to meet proficiency standards. Students will have to prove their proficiency in planning, producing, marketing, maintaining farm equipment, conserving farm resources, financing the farm, managing the farm, and keeping farm and home accounts.**

GRADES

SAVE observes a uniform procedure for calculating grade point averages: all grades will be assigned based upon a 4.0 grading scale. All certificated programs and classes require a grade of "C" or higher in order to satisfy program requirements. Students are responsible for their grades, academic history, and academic standing.

Grading System

Description	Letter Grade	Grade Points
90 – 100 (Excellent)	A	4.0
80-89 (Good)	B	3.0
70-79 (Satisfactory)	C	2.0
60-69 (Poor)	D	1.0
Below 60 (Failing)	F	0.0
Grades not calculated in grade point average		
Credit by Exam	EX	-
Incomplete	I	-
In Progress	IP	-
Satisfactory	S	-
Unsatisfactory	U	-
Withdrawal	W	-

Failing (F): Signifies that a student has completed the term but did not academically meet full course requirements OR abandoned the course without completing the official withdrawal process and therefore did not meet course academic requirements. This grade is calculated as a failing grade (F) in the student's GPA and may affect academic status and financial aid.

Incomplete (I): May be given to a student that has satisfactorily completed a substantial portion of the coursework but has not been able to complete all of the requirements of the course. The student must have instructor approval for an I grade to be issued. No credit is given, and no grade points are calculated. An Incomplete must be removed within the first ten school days of the next semester, or a grade of F will be issued. Extraordinary circumstances may merit an appeal for an extension of time. Extensions of time must be requested by the instructor and approved by the designated Academic Affairs administrator. If an "I" is received in a prerequisite course, as student may not register for advanced courses without permission of the instructor and designated Academic Affairs administrator.

In Progress (IP): In individualized credit-level courses, this grade indicates that a student is taking a course which requires coursework beyond the present semester. When students are issued an IP, no credit is given, and no grade points are calculated. The IP remains on the students' record for the term for which it was issued. There is a limit of two attempts to complete an IP course (i.e., If a student earns an IP in a course, he/she will need to reregister for the course and will have one additional semester to finish the incomplete assignments so that a course grade can be issued for the subsequent term).

Satisfactory (S): Indicates that the student has successfully mastered all of the course competencies and is reserved for learning support classes only. A grade of S carries no quality points, but institutional credit hours for that course will be awarded to the student.

Unsatisfactory (U): Indicates that the student did not master all of the course competencies and is reserved for learning support classes only. A grade of U carries no quality points, but does factor into course completion rate, and institutional credit hours for that course will be awarded to the student.

Withdrawal (W): Signifies that a student withdrew up to the published deadline. There is no academic GPA penalty for W grades, but attempted credit hours count toward the student's course completion rate and may affect academic status and financial aid.

Occupations

Upon completion of the Sustainable Agriculture Program, students are considered at a SAFE APPRENTICE level and are not experts in the field of agriculture. Our students are at a level to which they have an advantage when applying for the following careers due to their experiences while in the program.

Assistant Cattle Manager

Job Summary

The Assistant Cattle Manager, under the guidance of the Cattle Manager, will direct, supervise, and coordinate daily activities at the Feed yard including employee supervision and coordinating daily work. Responsible for managing the operation in the absence of the cattle manager.

Responsibilities and Duties

- Maintain communication with the cattle manager regarding cattle handling and care
- Perform decisions in the Cattle Manager's absence
- Aware of cattle nutritional and health knowledge
- Assist with maintaining proper health care supplies
- Perform maintenance of all cattle care facilities
- Manage cattle sorting and classification
- Maintain accurate inventory of cattle in home pens, hospital pens, etc.
- Structure and maintain an efficient feed yard schedule
- Manage and support a continual observance and enforcement of safety policies and procedures

Qualifications and Skills

- High School Diploma, GED or equivalent combination of education and experience
- Depending on the farm, Class A CDL license (or must be able to obtain within 60 days)
- Detailed oriented to provide accurate and consistent work • Customer service skills
- Work independently and as a team member
- Knowledge of feed yard cattle processing programs including animal health
- Experience in managing labor, feeding, and herd health
- General computer knowledge

Special Conditions / Requirements:

- Physical Requirements: Heavy lifting, walking, long-term standing, climbing equipment
- Constantly works in outdoor weather conditions
- Must be able to lift 50+ pounds regularly
- Moving machinery Extreme weather conditions such as rain, sleet, snow, hail, heat, cold, wind, dust, etc.

Seed Sales

Job Summary

Working closely with key suppliers to communicate initiatives, objectives, strategies, and action plans.

- Seed sales representation
- Expanding and refining the existing seed business plan for the assigned territory
- Recruit new customers for Sales
- Ensuring selection, forecast, and related activities to grow the seed business

Key Skills and Abilities

- Ag experience, including previous experience in agronomy, crop production, or seed sales
- Impact and influence - Ability to influence, develop, and maintain effective internal/external relationships.
- Interpersonal effectiveness — Is sensitive to different points of view and seeks to understand and resolve conflicts/issues in a constructive manner.
- Able to operate effectively and comfortably with different cultures, in challenging situations, and to direct and instruct in a respectful and polite manner

Requirements

- High School or GED, sometimes higher learning
- Computer Skills
- Ag Experience
- Prefer Technical Background

Assistant Farm Manager

Job Summary

Assistant Farm Manager positions vary to each specific farm. The usual basics for assistant farm managers would be:

- Operate and maintain tractors, combines, sprayers, planters, tillage tools
- Repair farm equipment
- Knowledge in crops or livestock, or both depending on the farm.
- Scout fields for weeds, pests, and plant nutrition
- Responsible for managing the operation in the absence of the farm manager

Requirements

- High School or GED
- 1-3 Years of Ag Experience
- Knowledge of crops, livestock, or both
- Knowledge of operating and servicing farm equipment
- Lift at least 80 lbs.

Ranch/Farm Hand

Job Summary

Responsibility can vary from a farm to a ranch worker, but both careers involve the daily duties and routines of running a working ranch or farm. Your responsibilities can range from using and maintaining equipment, tools, and machinery. You'll also care for farm animals and/or livestock, such as feeding, moving to different grazing pastures, production and harvesting of crops, and repair to fences or various farm structures. Some positions may require requisitions to your supervisor for equipment, supplies, and notifying of any abnormalities or issues that arise.

Requirements

- High School or degree preferred
- Agricultural background 1-5 years, preference and topic depends on the farm type
- Specific knowledge of livestock or crops or both depending on the farm
- Lift at least 100 lbs.

Farmer/Farm Manager/Ranch Manager

Job Summary

Manage farm, ranch, greenhouses, and other agricultural production organizations. Farmers are involved in planting, cultivating, performing post-harvest duties, overseeing livestock, and supervising farm labor depending on the type of farm.

Requirements

- Agricultural background 1 and more years, preference and topic depend on the farm type
- Specific knowledge of livestock or crops or both depending on the farm
- Operation of farm equipment
- Communication and written skills
- Lift at least 75 lbs.

Agronomy Operations Manager

Job Summary

- Manage daily operations of the facility
- Responsible for accurate application of fertilizer and/or chemicals
- Maintains and repairs equipment according to maintenance schedule, policies, and procedures
- Communicates with fellow managers and staff to assure safe, accurate quality, efficient and timely application
- Works in any area of operation or production as assigned
- Interacts with customers in a professional manner
- Supervises drivers in product transfer operations
- Works safely following safety rules, regulations, and PPE requirements.
- Exhibits attitude and actions consistent with policies
- Attention to detail and a strong sense of ownership in his/her work and application equipment used

Basic Qualifications

- High School Diploma or equivalent applicable work experience
- Possess or ability to obtain CDL
- Good driving record
- Ability to lift 75 lbs.
- Willing to work other duties as assigned by the supervisor

Preferred Qualifications

- Farming background
- Application experience

Dairy Herdsman

Job Summary

Duties will include breeding, herd health, and overall performance of the herd. The Herdsman is responsible for the day-to-day operations of the farm. Duties include pasture and feed management, animal health, milk production, and quality, staff management, reproductive management, farm maintenance, and other duties as required for the effective management of the farm.

Key Skills and Abilities

- Observational of herd health and behavior
- Vaccination experience
- Calving knowledge
- Knowledge to handle cattle
- Computer literacy
- Operate skid loaders

Basic Qualifications

- Ag training
- Herd health experience
- Breeding experience
- Equipment operation/maintenance experience
- Crop/forage experience

SAVE Instructors



Eric Peck, Brigadier General, USA (Retired)

Bachelor of Arts degree in Journalism and Mass Communication from Kansas State University, and master's degrees in computer and Information Systems Management from Webster University and in Strategic Studies from the US Army War College.

Mr. Peck started his working career working part time as a filling station attendant at age 14. This was a full-service gas station which included minor vehicle maintenance, tire replacement and repair and vehicle detailing. He also at this time worked part time on a ranch where he operated farm and ranch equipment from fence stretchers to large tractors with hay equipment. From 1980 to 1985 he managed a photo lab processing color slide and print film, printing photos and

producing instructional slide sets. Mr. Peck owned, built, and operated several daycare centers in Manhattan from 1981 to 1985. In building the daycare centers he also served as a general contractor and did considerable carpentry, plumbing, HVAC, and concrete work.



Dr. Lucinda Hardesty Stuenkel, Ph. D.

Bachelor of Science degree and a Master of Science degree from Ohio State University and a Ph.D. from Kansas State University.

Lucinda has been owner/manager of Sunny Day Farms and Stuenkel Farms near Palmer, Kansas. The farm is 1400 acres of rolling hills (a discontinuous portion of the Kansas Flint Hills). The native grassland is managed rotational grazing for cow/calf and grass-fed/grass-finished beef, lamb, goat, and pastured chicken for 8 livestock owners, and custom calving for 7 cow owners. Row crops on the flatter land and deeper topsoil include wheat, corn, milo, soybeans, alfalfa, brome, and prairie hay. Cover crops are planted between and after each row crop to improve the soil health and fertility, encourage beneficial pollinator insects, and provide supplemental grazing for the livestock and flowers for honeybees. Several small

fields are dedicated to a series of 3 or 4 consecutive cover crop mixes each year for grazing and flowers for honeybees. By-products from the grazing livestock return additional fertility to the soil.



Melissa Wahl

Lifelong resident of Riley County Kansas. A fifth-generation agriculturist with a diversified farming operation which includes a registered and commercial cattle operation along with commodity crops. Our cattle operation is a managed intensive grazing where our cattle forage on the land in paddocks and are moved every day for the health of the grasses and soil. The crops we raise on our farm include corn, wheat, soybeans, grain sorghum, alfalfa, and native prairie grass. We enjoy being good stewards of the land and are always willing to share our life experiences with people. We have had several students to our farm for life experiences with cattle and crops.



James P. Murphy

Pat is a registered Professional Engineer PE KS 11585 with an MS Biological and Agricultural Engineering, and a BS Business Administration, 1968-1970. He was employed at Kansas State University from 1968- 2016. Pat Murphy's professional accomplishments have improved the design of livestock production facilities and improved watershed water quality. Improvements were researched, developed, and farm tested. Resulting designs were demonstrated and transferred to livestock producers for beef cattle, swine, and dairy production facilities and related functions (feedlots, corral and handling facilities, feed storage, feed mills, pollution control facilities, livestock buildings, environmental

control systems, energy consumption, manure systems-collection, storage, treatment, and land application).

Youth Agricultural Development Program

SAVE Farm is committed to assisting in the education of the next generation of farmers, ranchers, and agriculturalists. SAVE offers educational opportunities to the youth of the community in order to enhance their experience and increase their desire to learn.

It is more important than ever to educate and engage children in the food system. The farming population is diminishing, and this is a crucial moment for youth to realize the importance of farming. The U.S. Department of Agriculture (USDA) has reported that the average age if an American farmer is over the age of 55. Some of the local youths are not in situations to which allows them access to farms or an area where they can experience agriculture firsthand. SAVE works with youth agencies and schools to provide the kids with those opportunities that they may be lacking.



SAVE provides the space for individuals of the FFA to develop an impactful supervised agricultural experience (SAE). The SAE program involves practical agricultural activities performed by students outside of scheduled classroom and laboratory time. SAEs provide a method in agricultural education for students to receive real-world career experiences in an area of agriculture that they are most interested in.

Internship Program

Well-trained interns are in a better position to become successful producers and agri-business professionals. This program helps increase the pool of farmers. The concept is straightforward. Place an intern on a working farm or Agri-business of the type he or she wishes to one day manage or own. Placing interns with the farmer or leader to learn first-hand, all the requirements inherent in the chosen skill. SAVE

will initially attempt to place the intern on a last generation farm so that the intern may one day manage or own the farm. SAVE will work with the intern so that he or she can be placed on a like type last generation farm in an area favorable to the intern if such management or ownership is not possible.

The internship program is a non-paid program that will focus on assisting with confirming interest in a career, helping to set career goals, and positively beneficial networking. Although it not a requirement to have previously completed the SAVE Farm Sustainable Agriculture Program prior to starting an internship with SAVE, it is highly recommended. There is no tuition or fees associated with this program.

Veteran Internship Program

SAVE supports internship programs that provide growth and learning opportunities to Veterans. Working with the Veteran's Administration (VA), the Department of Defense (DoD) and other agricultural organizations, governmental and non-governmental, SAVE will identify veterans who wish to farm. Those individuals will be made aware of this internship program and parameters. This program is designed to provide veterans with the on-the-job training and work experience to enable them to more successfully work, manage, or own a farm of their own. This section provides the policy and processes for aiding SAVE Farm in hiring and managing their paid veteran internship program.

SAVE Veteran Internship is designed for unemployed individuals that have served a minimum of 180 days active duty or mobilized reserve duty in a branch of the U.S. Military, including Army, Navy, Air Force, Marines, Coast Guard or National Guard/Reserve, or fulfilled the military service obligation of at least 6 or 8 years for National Guard/Reserve, and received one of the following characters of discharge: honorable, medical, general, or under honorable conditions; or a National Guard/Reserve or Service Member currently called up for duty (Article 10 or 32), in process for activation, activated for duty or returning from duty. Individuals with less than 180 days active duty with a medical discharge also qualify under this definition.

Transitioning Service Member Internship Program

SAVE supports internship programs that provide growth and learning opportunities to Transitioning Service Members. SAVE will work with the Transition Assistance Office, the Department of Defense (DoD) and other agricultural organizations, governmental and nongovernmental to identify transitioning service members wishing to intern through SAVE. This program is designed to provide transitioning service members with the on-the-job training and work experience, to enable them to more successfully work or manage an operation of their own. SAVE Transitioning Service Member Internship is designed for individuals that are serving active duty or mobilized reserve duty in a branch of the U.S. Military, including Army, Navy, Air Force, Marines, Coast Guard or National Guard/Reserve, or fulfilling the military service obligation of at least 6 or 8 years for National Guard/Reserve, and has less than 180 days of service remaining prior to receiving one of the following characters of discharge: honorable, medical, general, or under honorable conditions; or a National Guard/Reserve or service member currently called up for duty (Article 10 or 32), in process for activation, activated for duty or returning from duty. Individuals with less than 180 days active duty with a medical discharge also qualify under this definition.

Student Internship Program

SAVE supports internship programs that provide growth and learning opportunities to students in high school, college, and trade schools. Student interns are involved in SAVE course work. This internship assists students in reaching their educational goals through SAVE course work by giving them the opportunity to augment classroom instruction with exposure to a real-world employment setting. The work performed by a student intern bears a direct relationship to his or her formal academic program or career interest. This requires structured SAVE course assignment and completion coupled with appropriate supervision, evaluation, and feedback. Learning objectives will be developed when considering a student internship opportunity. It is essential to have a clear learning goal which identifies the learning objectives, or a defined project scope which demonstrates how learning objectives for each individual will be met.

Family Member and Civilian Internship Program

SAVE supports internship programs that provide growth and learning opportunities to civilians. Those individuals will be made aware of this internship program and parameters. This program is designed to provide veterans' family members and civilians with the on-the-job training and work experience to enable them to more successfully work, manage, or own a farm of their own. This section provides the policy and processes for aiding SAVE Farm in aiding and managing their paid civilian internship program. SAVE Civilian Internship is designed for individuals that wish to pursue a career in agriculture. Civilian interns gain professional agricultural experiences in the operation and management of agricultural businesses, or public or private agencies; thus, enhancing preparation for a career in agriculture.

Bee Keeping

Beekeeping is a fascinating and profitable activity. Established beekeepers may not even be aware of all the benefits they, their family and community are getting from their beekeeping hobby or enterprise. SAVE offers a beekeeping online program through the University of Montana. The program consists of three university-level courses at the apprentice, journeyman, and master levels, culminating in a certificate designating the participant as a "Master Beekeeper."

Although the online portion of the course is only a few weeks in length, the full program will take two to three years to complete. It is a requirement to work with a Master Beekeeper in ensure that you are retaining the knowledge and gaining the required experience to be a Master Beekeeper. To gain the most benefit from this program, individuals should have entry-level experience with handling bees, an appreciation of the contribution bees provide to our food crops, an awareness of the current honey bee health issues that impact bee populations and be committed to the vitality of the honey bee.



GENERAL INFORMATION



The concept of SAVE Farm began nearly a decade ago, when retired U.S. Army Colonel and his daughter saw results from training beekeeping and providing therapy to Soldiers at nearby Fort Riley. A nonprofit was formed by a diverse group of veterans, farm and ranch experts, and educators.

With the help of organizations like The Nature Conservancy, and the Conservation Fund, the SAVE Farm is now a reality. It provides therapy as needed and hands-on teaching to veterans and transitioning service members through experienced professionals. They learn how to manage cropland successfully and sustainably, livestock animals, orchards, horticulture, and beekeeping.

In 2020, SAVE celebrated a significant milestone - the purchase of 308-acres of farmland for future hands-on training. In 2021, the critical and life-changing work of the SAVE Farm received further support from John Deere through a donation of \$200,000 to continue its collaboration with The Nature Conservancy and assist in the completion of training facilities.

Mission

Our mission is to provide quality agricultural educational opportunities that are accessible, affordable, continuously improving and student focused. To inspire individuals and enrich our community one student at a time to become a successful agriculturalist in order to be a nationally recognized farming, ranching, and agribusiness training and healing program for veterans and others.

Our Vision

Our vision is to serve as a sustainable model for hands-on agriculture and agribusiness training and education, integrated with behavioral health therapy, with an emphasis on service members, veterans, and their families.

Learning

Our students are invited to master a core of knowledge and skills needed for employment, success, personal growth, and responsible member of their community. SAVE strives to discover better ways to empower our students to learn and grow.

Accreditation and Certification

SAVE Farm is not accredited by any commission or association at this time.

SAVE Farm is authorized to operate in Kansas with a Certificate of Approval from the Kansas Board of Regents. Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368, phone number – (785) 430-4240.

SAVE FARM CAMPUS

The SAVE Training Farm is located near Riley, KS just 4 miles from Keats on 308-acres, near the Fort Riley U.S. Army military installation and Kansas State University. The campus includes our classroom structure, animal barn and storage container all located in the main 10-acres of our working farm.

SAVE Training Farm provides students with the ability to get firsthand experience on basic farm operations. With a 308-acre farm, students are able to gain experience working with large and small livestock, row cropping procedures on over 80-acres, and the proper operations of farm equipment. The students are able to

work perform tasks such as performing maintenance on farm equipment while working with a John Deere tractors and chainsaw safety and operations using the Stihl Farm Boss 18" Bar Chainsaw.

Non-Discrimination

The SAVE Farm does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. All students have equal access to the facilities, financial aid, and pro-grams of the Organization.

Higher Education Opportunity Act

SAVE complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act section 487. This applies to active duty in the Armed Forces, whether voluntary or involuntary, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty. The HEOA provides that prompt readmission of a previously enrolled or admitted student may not be denied to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section must be readmitted with the same academic status as the student had when he or she last attended the institution.

Equal Opportunity Statement

SAVE is an equal opportunity, equal access institution and affirmative action employer. SAVE does not discriminate on the basis of sex, race, color, national origin, ancestry, disability, age, religion, marital status, parental status, military status, veteran's status, sexual orientation, gender identity, genetic information or other factors that cannot be lawfully considered in its programs and activities, which includes employment and admissions, as required by all applicable laws and regulations.

Family Educational Rights and Privacy Act (FERPA)

The provisions of the Family Educational Rights and Privacy Act (FERPA) prohibit the Program from releasing grades or other information about academic standing to parents unless the student has released such information in writing. Further information concerning SAVE procedures in compliance with FERPA is available on pg. 38 of this catalog. **Solomon Amendment of 1997** Pursuant to the regulations of the Solomon Amendment of 1997, SAVE is required to make student recruiting information available to military recruiters who request it.

Reservation of the Right to Modify

The provisions of this catalog are to be considered directive in character and not as an irrevocable contract between the student and SAVE. SAVE reserves the right to make changes that seem necessary or desirable, including course and program cancellations. Responsibility for understanding and meeting graduation requirements as stated in the SAVE Farm Catalog rests entirely with the student. Faculty advisors and the Registrar will assist in every way possible.

Articulation Agreement

The Servicemember Agricultural Vocation Education (SAVE) Farm currently does not have an articulation agreement with school, university, or other educational institutions.

BOARD OF DIRECTORS

The Servicemember Agricultural Vocation Education (SAVE) Farm Board of Directors is comprised of members that serve on various committees that address the programs, operations, and services provided by SAVE in order to provide a high quality for our students and the community.



Tod M. Bunting
Chairman/CEO



Eric Peck
Vice-Chairman



Joel D. Anderson



Susan Metzger



John Armbrust



James P. Murphy



Melissa Wahl



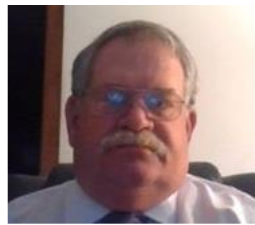
Lucinda Hardesty-
Stuenkel



Ken DeVan



Tiffany Cutting
Treasurer



Donn Teske



Jennifer Gramham
Secretary



Bruce McMillan



Robert Manes



John Fairly



Ken Woods



Jason A. Tucker

2023 – 2024 Educational Cost Information

Basic Fees and Tuition: Per Course and Program

The SAVE Farm Board of Directors has the right to change tuition and fees without notice.

Sustainable Agriculture Program

Winter/Spring Cohort	January Start Date	\$12,500.00
Summer/Fall Cohort	July Start Date	\$12,500.00

Individual Classes

Class	In State	Out of State
Fundamentals of Animal Science and Industry	\$1,200.00	\$1,200.00
Fundamentals of Conventional Crop Science	\$1,200.00	\$1,200.00
Introduction to Agribusiness Management	\$1,200.00	\$1,200.00
High Tunnel Operations and Construction	\$1,200.00	\$1,200.00
Basic Farm Construction	\$1,000.00	\$1,000.00
Understanding Horticulture	\$700.00	\$700.00
Introduction to Regenerative Agriculture	\$800.00	\$800.00
Farmstead Design	\$800.00	\$800.00
Range Management	\$800.00	\$800.00
Cover Crops	\$800.00	\$800.00
Farm Equipment Operations and Maintenance	\$750.00	\$750.00
Specialty Crops	\$750.00	\$750.00
Fundamentals of Farm/Ranch Fencing	\$750.00	\$750.00
Introduction to Animal Behaviorism	\$650.00	\$650.00
Introduction to Agricultural Marketing	\$650.00	\$650.00
Watering	\$650.00	\$650.00
Water Quality	\$650.00	\$650.00

Specialty Courses

Introduction to Sustainable Agriculture	\$1,200.00
Gardening in Small Spaces	\$800.00
Small Husbandry Operations	\$800.00

2023 – 2024 Academic Calendar

Winter/Spring 2023	Class/Subject Area of Focus	Winter/Spring 2024
January 17	Agribusiness Management	January 16
January 31	Fundamentals of Conventional Crop Science	January 30
February 14	Farm Equipment Operations and Maintenance	February 13
February 21	Cover Crops	February 20
February 28	Fundamentals of Animal Science and Industry	February 27
March 14	Introduction to Animal Behaviorism	March 12
March 21	Understanding Horticulture	March 19
April 4	Watering	April 2
April 11	Water Quality	April 9
April 18	Range Management	April 16
April 25	Basic Farm Construction	April 23
May 2	High Tunnel Construction and Operations	April 30
May 16	Specialty Crops	May 14
May 23	Farm/Ranch Fencing	May 21
May 30	Agricultural Marketing	May 28
June 6	Introduction to Regenerative Agriculture	June 4
June 13	Farmstead Design	June 11

The above dates are for the Sustainable Agriculture Program. The start dates of the program's cohorts are the same as the date of the first Class/Subject Area of Focus. Classes are scheduled to begin at 8:30 a.m. and end at 3:30 p.m. unless dictated by the instructor. SAVE Farm observes all Federal Holidays.

Summer/Fall 2023	Class/Subject Area of Focus	Summer/Fall 2024
July 18	Agribusiness Management	July 16
August 1	Fundamentals of Conventional Crop Science	July 30
August 15	Farm Equipment Operations and Maintenance	August 13
August 22	Cover Crops	August 20
August 29	Fundamentals of Animal Science and Industry	August 27
September 12	Introduction to Animal Behaviorism	September 10
September 19	Understanding Horticulture	September 17
October 3	Watering	October 1
October 10	Water Quality	October 8
October 17	Range Management	October 15
October 24	Basic Farm Construction	October 22
October 31	High Tunnel Construction and Operations	October 29
November 14	Specialty Crops	November 12
November 21	Farm/Ranch Fencing	November 19
November 28	Agricultural Marketing	November 26
December 5	Introduction to Regenerative Agriculture	December 3
December 12	Farmstead Design	December 10

The above dates are for the Sustainable Agriculture Program. The start dates of the program's cohorts are the same as the date of the first Class/Subject Area of Focus. Classes are scheduled to begin at 8:30 a.m. and end at 3:30 p.m. unless dictated by the instructor. SAVE Farm observes all Federal Holidays.

INSTITUTIONAL POLICIES AND PROCEDURES

Student Complaint Resolution

A grievance is a student allegation that an institution decision or action is discriminatory or has a negative effect on the student's status at the institution. SAVE Farm desires to resolve student grievances, complaints, and concerns in a timely manner in accordance with the Institution policies.

Affirmative Action Statement

SAVE Farm is committed to the open-door philosophy. Student access to the Institution is maintained without regard to race, color, religion, sex, age, national origin, or disability. Equal access to all curricula and student activities is also guaranteed. Students, however, must meet the basic requirements for each specific curriculum. Students are also guaranteed the rights of due process. This process is administered without regard to race, color, religion, sex, age, national origin, or disability.

If a student feels a SAVE employee has displayed racial or sexual discrimination or harassment, taken unfair disciplinary action, or has treated a student unfairly in academic, work-related, or any other matters, the student has the right to express his/her perceived unfair treatment and seek resolution through the SAVE Student Grievance Procedure.

Kansas residents may file a complaint with the Kansas Board of Regents at: Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368, phone number (785) 430- 4240 or https://kansasregents.org/academic_affairs/private_out_of_state/complaint_process. Individuals with disabilities who need assistance or require special accommodations to access Institution programs or activities must request such services in advance by contacting the SAVE Farm Operations who coordinates disability services.

ACADEMIC INTEGRITY POLICY

Overview

Academic honesty is a cornerstone of the educational community; therefore, students are expected to understand the standards of academic honesty as they pertain to students' behavior in the classroom.

Procedures

When an instructor identifies a potential academic integrity violation, the course instructor shall request a meeting with the student to discuss the incident. A face-to-face meeting is preferable; however, if it is not possible, a meeting to discuss the allegations via email or other technology is acceptable. The student will have an opportunity to respond to the allegations. If the alleged incident of academic dishonesty occurs while using academic support and/or testing services, the institution employee witnessing or involved in the incident will report the suspicions to the course instructor within twenty-four hours. The course instructor will then follow the procedure outlined above.

Within five business days of the initial contact with the student, if the instructor decides to impose a consequence (see academic integrity consequences below), the instructor will initiate an Academic Integrity Violation form, documenting the details of the incident, student notification and the imposed consequence. The instructor will obtain signatures from the student, instructor, program chair and division dean. If an instructor is not able to contact the student, or obtain the student's signature, this will not stop the process of reporting the violation.

The instructor then submits a completed form to the Academic Program Manager. Reports of Academic Integrity violations are kept on file in the office of the SAVE Farm Operations. The Academic Program Manager will notify the instructor and the President, about any prior violations of academic integrity for that student, which may result in further consequences. Violations of the Academic Integrity Policy do not expire.

Academic Integrity Consequences

Deliberate violation of the academic integrity policy will result in the following consequences:

First offense – A grade of zero on the assignment/test, which may or may not lead to failure in the course.

Second offense – Failure of the course, regardless of whether the second offense occurred in the same course or in a different or subsequent course. Students who are removed from a class for violating the academic integrity policy will receive a grade of "F" for the course and cannot receive a grade of "WD".

Third offense – Recommended student suspension or expulsion.

Example Violations of Academic Integrity

Violations of academic integrity include but are not limited to the following examples:

- Copying or collaborating on assignments without permission.
- Quoting, paraphrasing, or summarizing someone else's work without giving proper citations.
- Submitting an assignment purchased and/or copied from an online or commercial entity.
- Using unauthorized materials (e.g., textbook, notes, technological devices) during an examination.
- Sharing information about the contents of an assignment (including examination) that a student has not taken.
- Interfering electronically with the property of another individual via institution computer or other means.

ADMISSIONS POLICY

Overview

SAVE Farm is an institution with admission open to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. SAVE reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program. If a student wishes to apply to another program in the future, the individual must independently meet all the admission requirements in place for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program.

General Admission Requirement

The following items must be successfully completed prior to enrollment and prior to being eligible to sit in class:

- Completion of all admissions documentation, including but not limited to the Enrollment Agreement and disclosures.
- Completion and passage of applicable entrance assessments.
- Acceptable proof of graduation from an institution providing secondary education or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education.

Not required, but highly recommended: Campus tour

Acceptable documentation of high school graduation or GED Scores must be received by the Institution prior to the student's first scheduled class of the program. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency, as well as any additional documentation that may be necessary. Any student who does not provide valid documentation within this timeframe will be unregistered from all classes and his or her program of study.

Prospective students may be conditionally accepted contingent upon satisfaction of all admission requirements and receipt of supporting documentation no later than the first scheduled day of class.

Admission to the Servicemember Agricultural Vocation Education Farm is open to all applicants who will be 18 years of age at the time their program begins (as applicable). Applicants under the age of 18 will not be admitted.

All applicants must be citizens, permanent residents, or eligible non-citizens of the United States.

Documentation of eligibility status may be required.

A health certificate, immunization records, and the results of certain tests may be required for some programs.

Applicants must be able to read, speak, and write English.

Student Orientation

Prior to beginning classes, all new students must attend orientation. Orientation will facilitate a successful transition into SAVE; therefore, attendance for new students is required regardless of prior experience. At orientation, students will be acquainted with the administrative staff, faculty, and peers. The administrative departments explain ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, Student Affairs will meet with the student during the first week of class to ensure all relevant information is reviewed with him/her.

Readmission

It is SAVE's policy to encourage previously withdrawn students to return to school to complete their education.

Students must meet all entrance requirements in place at the time of readmission. The reentry process requires review and approval of the student's financial status, financial aid eligibility (if applicable), completion of enrollment agreement, collection, and review of official transcripts, as well as prior academic performance and any other documentation required by the program the student is reentering. Students may be required to demonstrate skill competency prior to readmission. Readmission is contingent upon space availability and requires final approval of the Institution's President. Returning students will be enrolled into the program curriculum in place at time of reentry; exceptions may apply for students who are withdrawn in good standing. Students who are dismissed from the program are not eligible for readmission. Under certain conditions, students may be required to complete and pass a drug screening, at their expense, prior to readmission as outlined in the Drug Screening section of this catalog.

STUDENT ATTENDANCE POLICY

OVERVIEW

This policy establishes the procedures that are to be followed by students of the SAVE Farm in regard to Attendance and describes the Institution's processes to support this policy.

I. Excessive Absences

Absences that exceed the SAVE Farm faculty established attendance standards of the course syllabus are considered excessive absences. Excessive absences may result in reduction of grade; Drop for Non-Attendance, and Excessive Absence Alert or Faculty-Initiated Withdrawal of the student from a course pursuant to the Procedures set forth below.

A. Administrative Drop for Non-Attendance

Students who have not attended at least five percent of a course in which they are enrolled will be administratively dropped from that course with full reimbursement or forgiveness at the applicable rates established.

B. Student-Initiated Withdrawal for Excessive Course Absence

It is the responsibility of the student to regularly attend and participate in all scheduled classes. In the case where the student has exceeded the absences stated in the attendance guidelines of the course syllabus, the student may self-withdraw from that course. If the student fails to self-withdraw by the withdrawal deadline, the student's grade will be determined in accordance with the grading terms stated in the course syllabus.

C. Faculty-Initiated Withdrawal for Excessive Course Absence

A faculty member may choose to withdraw a student whose absences have exceeded the attendance guidelines stated in the course syllabus. There is no reimbursement or forgiveness of tuition and fees for a Faculty-Initiated Withdrawal. **Students should not assume that a faculty member will initiate this option process, and it remains the ultimate responsibility of the student to withdraw and accept all financial and academic consequences as a result of the withdrawal.**

A faculty member may choose to initiate the Withdrawal for Excessive Course Absence action if, as specified in the course syllabus, the minimum course objectives cannot be met due to the student's excessive absences. A faculty member should establish in the course syllabus what is considered to be excessive absence or lack of contact. Faculty initiated withdrawal may be taken after the faculty member has notified the student through the Excessive Absence Alert procedure that excessive

absence has potentially placed the student in academic jeopardy. The withdrawal will be recorded in the student's record. The student may also be withdrawn from other scheduled courses if the withdrawn course is a required course. The last date each month for a faculty-initiated withdrawal shall be the same last date allowed for a student-initiated withdrawal.

A student may file a complaint about a faculty-initiated withdrawal using the process outlined in the Student Complaints Policy.

D. Excessive Absence Alert

The Excessive Absence Alert is intended to serve as advanced notice to a student of a faculty member's intent to withdraw the student from a course for excessive absence. A faculty member who opts to pursue the faculty-initiated withdrawal process will provide the Excessive Absence Alert to the student in a timely manner so there is reasonable opportunity to resolve the attendance issue before proceeding with the faculty-initiated withdrawal. The Excessive Absence Alert shall consist of a written notice from the faculty member to the student advising the student that the student's excessive absence has placed the student in academic jeopardy. The notice shall further state that the student may be withdrawn from the class as per course syllabus guidelines if satisfactory arrangements for the student's regular class attendance cannot be made with the faculty member. Such written notice shall be provided to the student via email to the student's email address on record and shall constitute adequate notice to the student. Students are responsible for monitoring their email accounts for notices from SAVE Farm.

II. Authorized Absences

Students who are absent as a result of jury duty, subpoena, a religious observance requiring accommodation, required military duty, or activities where they are required to represent the Institution must give at least a one-week advance notice of the upcoming absence to the faculty member. Students shall be accorded the opportunity to independently complete course work or work of equal value for the authorized day(s) of absence, and/or to take a scheduled evaluation at an alternate time determined by the faculty member. Failure to provide the one-week advanced written notice of the authorized absence may result in loss of the opportunity.

Students called to active military duty will be allowed readmission to continue their program of study after their service is complete. In addition to the above requirement to notify faculty for each course during which such absence will occur, students must also provide written notification and documentation of the call to active military duty to any the SAVE Farm President. When re-applying to the program, students should inform the SAVE Farm Operations that they are a student returning from active military service. For all other absences, authorization of the absence is within the discretion of the individual faculty member.

III. Consequences of Excessive Absences

Administrative Drop for Non-Attendance, Student-Initiated Withdrawal, or Faculty-Initiated Withdrawal from a course may negatively impact a student in areas including, but not limited to, current or future financial aid and enrollment in other courses. Students receiving benefits from a governmental agency must follow any policy or procedures as stipulated by the specific agency.

IV. Interpretations

The President of SAVE Farm or his designated representative will be responsible for interpreting the Student Attendance Policy and these Procedures

EXCUSED ABSENCES POLICY

Overview

Students who regularly attend and participate in all Institution classes are more than likely to succeed. Punctual and regular attendance at all scheduled classes, for the duration of the course, is regarded as integral to all courses and is expected of all students. Each Institution instructors and faculty will include attendance guidelines on the course syllabus that are applicable to that course, and students are responsible for knowing and adhering to those guidelines. Students are expected to regularly attend classes in accordance with the attendance standards implemented by SAVE Farm.

SAVE Farm respects its instructor's need to establish attendance policies for each course and that only through attending class do students receive the fullest educational experience. The policy establishes the following:

- Students are expected to attend class meetings as scheduled.
- Instructors announce their attendance policy at the beginning of the course.
- Excuses for absence from class are handled between the student and instructor, except when other Institution offices are involved in the approval process, as explained.
- Students are responsible for all missed learning and coursework stemming from any absence.

SAVE Farm recognizes that activities outside of the classroom also help students achieve success and other circumstances might make an absence necessary.

This policy establishes that certain absences are Excused Absences.

When a student provides reasonable advance written documentation of the need for an Institution Excused Absence, in accordance with the provisions below, **instructors shall provide the opportunity to either make specific points that contribute to the course grade.** The following describe common Institution Excused Absences and corresponding processes.

SAVE Farm Excused Absences

Students may seek to, or be asked to, participate as a representative in events scheduled by the Institution. Instructors may require students to provide Institution documentation verifying the Institution scheduled activity and the student's representation of the Institution. When these result in a student missing class, that is a SAVE Farm Excused Absence.

Military Service

Students performing required National Guard or other United States military service obligations qualify for a SAVE Farm Excused Absence when those obligations require the student to miss class. In cases of annual training or active duty for more than two weeks, the student shall coordinate with their instructors well in advance of such absences, in close temporal proximity to when the student receives the military orders.

Court Appearances

Students may request a SAVE Farm Excused Absence when the absence is necessary because of a mandated court appearance or other lawfully mandated appearance. The SAVE Farm Executive Office will evaluate the request and determine whether to approve. Instructors are required to adhere to attendance accommodations that are approved by the SAVE Farm Executive Office.

Disability Reasonable Accommodations

Students may request a SAVE Farm Excused Absence through the SAVE Farm Operations when the absence is related to disabilities. The request will be evaluated, in accordance with applicable laws, and determined whether to approve. Instructors are required to adhere to attendance accommodations for students that are approved by the SAVE Farm Operations.

Pregnancy, Childbirth, or Adoption

Students may request a SAVE Farm Excused Absence through the SAVE Farm Operations when the absence is related to pregnancy, false pregnancy, termination of pregnancy, childbirth, or adoption. The request will be evaluated, in accordance with applicable laws, and determined whether to approve. Instructors are required to adhere to attendance accommodations for students that are approved by the SAVE Farm Operations.

Religious Observance

Students may request through the SAVE Farm Operations to accommodate their religious observances for a sincerely held religious belief in circumstances where class attendance would interfere with the students' ability to practice their religion. The SAVE Farm Operations will evaluate the request and determine whether to approve, in accordance with applicable laws. This means that in evaluating the request, the SAVE Farm Operations will balance the attendance requirement's burden on the student's absence. Instructors are required to adhere to attendance accommodations that are approved by the SAVE Farm Operations.

Weather

The institution may cancel classes due to severe weather and will make this known through inclement weather announcements. Absences resulting from classes and campus closure are SAVE Farm Excused Absences.

Special Programming and Events

SAVE Farm recognizes that students may miss classes due to special programming and events and will make this known through Institution-wide announcements. Absences resulting from cancelled classes are SAVE Farm Excused Absences.

Absences Excused at Instructor's Discretion

SAVE Farm recognizes that students may miss class for other reasons and that other absences may be in the best interest of students' academic and professional development. On a case-by-case basis, instructors are encouraged to allow students to make up graded work from an absence.

While not required, students and instructors may also consult the SAVE Farm Operations and President for assistance.

LEAVE OF ABSENCE POLICY

Overview

This policy establishes the procedures that are to be followed by students of the SAVE Farm in regard to Leave of Absence and describes the Institution's processes to support this policy. SAVE Farm will grant a leave of absence of up to a one-year maximum to an enrolled student who has a medical or personal reason that prohibits the student from progressing in his/her program.

Procedure

- A. Student will submit a signed request for a leave of absences to the SAVE Farm Operations Supervisor.
 1. For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant, or nurse practitioner. The letter must be on official letterhead and must include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery. SAVE Farm reserves the right to verify qualification of the certifying professionals.
 2. For a personal leave of absence, the student request may require documentation supporting the need for the leave.

In the case of a disagreement with the instructor, students are encouraged to contact the SAVE Farm Academic Program Manager.

- B. The Operations Supervisor, in consultation with the President or designee, will decide whether to grant the leave, and will notify the student. At the time of notification, the Operations Supervisor will clarify the student's eligibility for various student services on a case-by-case basis. The Operations Supervisor will notify the appropriate academic designee that the student has been granted a leave of absence.
- C. Any student placed on a leave of absence is not eligible to receive student services. A student registered for a SAVE Farm course prior to the leave of absence may continue in the course. If the student chooses not to continue in the course the student would be required to withdraw from the course according to the Course Withdrawal Policy.
- D. Six to eight weeks prior to the end of the leave of absence the student will be billed for any unpaid debt that occurred prior to the leave of absence. If the bill is paid within the time frame the student's enrollment will be reactivated and the student will retain the original academic policy. If the bill is not paid within the required time frame, the student's status will be changed to withdrawn.

ACADEMIC WARNING, PROBATION AND SUSPENSION POLICY

Overview

Each student is responsible for becoming aware of, and meeting, the standard established for academic performance at the SAVE Farm. A cumulative grade point average (GPA) of 2.00 is required to be in good academic standing. Failure to achieve the specified, minimum scholarship standard will result in academic probation or possible academic suspension.

Academic Warning

Any student who has earned a term GPA of less than 2.0 during the program, but the cumulative GPA is at or above the required minimum for satisfactory academic progress, and/or who withdraws, is withdrawn, or receives a grade of W from all courses during a SAVE Farm Program without having withdrawn from the institution, will be placed on academic warning. This warning alerts the student to potential difficulties and to potential loss of financial aid eligibility. The student is encouraged to contact his or her instructor(s), who will assist in the development of improved study plans.

Academic Probation

Any matriculated student who has a cumulative GPA greater than or equal to 1.00 and less than 2.00 will be placed on academic probation during the SAVE Farm Program. A student who fails to improve their cumulative GPA to a minimum of 2.00 at the conclusion of probation will be suspended. With the exception of an error

institution in assessing or recording academic performance, a student may not appeal for reinstatement. If a student should receive a grade of Incomplete in any course while on probation, the student's status going forward will be determined by the GPA graded courses only. Should the grade submitted for the incomplete improve the student's status, an adjustment will be made.

Academic Suspension

A minimum grade point average of 1.00 is required of new students following their first eight weeks and readmit students following their first six weeks of readmittance. Failure to meet this requirement will result in automatic suspension. With the exception of an error by the Institution in assessing or recording academic performance, a student may not appeal for reinstatement. A student who fails to achieve the required cumulative GPA of 2.00 at the conclusion of their probation will be suspended. With the exception of an error by the Institution in assessing or recording academic performance, a student may not appeal for reinstatement. Academic suspension from the SAVE Farm results in the loss of enrolled status for a minimum of one summer or winter cohort immediately following the notice of suspension.

ACADEMIC DISMISSAL POLICY

Overview

Individual courses set the criteria and the decision for dismissal will be made in collaboration with each respective instructor regarding program dismissal.

Dismissal from a Certificated Program:

Individual courses may have course-specific grounds for program dismissal, including but not limited to failure to adhere to technical standards, failure to pass comprehensive examinations, professional misconduct, or failure to successfully pass other programmatic requirements. The Academic Program Manager will notify the President of the decision to dismiss a student from the program. Students will be informed of the program dismissal by the SAVE Farm Operations. Registration for future programs will be dropped and a registration hold will be applied to the student's record until s/he applies for and is accepted into another program.

Request for Readmission after Dismissal from a Program:

A student may be readmitted to a program only once following dismissal from that program. A student must contact the Academic Program Manager to request readmission after dismissal from a program.

A request for readmission after dismissal from the program will be evaluated by program faculty, considering the student's potential for improved performance in the program. The Academic Program Manager will inform the President of the decision to approve or deny the student's request for readmission and the Academic Program Manager will notify the student of the readmission decision. Approval of readmission may be accompanied by additional requirements. Upon readmission the student must meet all requirements under the catalog in effect at the time of his/her readmission unless the program requires the student to meet the requirements of a previous catalog.

GRADE APPEALS

Overview

After informally attempting to have concerns resolved, a student may appeal a final grade or other academic decision in accordance with the procedure outlined below. The procedures below relate to academic appeals only; procedures for submitting appeals for financial aid reinstatement can be found in the financial aid section of this catalog.

Absent extraordinary circumstances, the appeal must be filed, in writing, within one semester from the date the disputed grade was issued, or other action complained of occurred. SAVE reserves the right to refuse consideration of appeals initiated more than one calendar year following the time that the dispute arose, or the disputed grade was issued. Appeals concerning the construction or administration of laws, policies, standards, or procedures related to the operation of this institution shall follow the procedures outlined below. Any SAVE employee engaged in counseling or advising students concerning the appeals process will comply with the provisions contained in this procedure.

Procedure

If the student is appealing a final course grade, it is recommended that a student initially discuss their final course grade with the instructor who assigned the grade. If no solution to the concern is reached, a student has the right to file a written request for review in accordance with the guidelines outlined below:

1. Appeals should be addressed in writing to Academic Programs Manager. The appeal will be forwarded to the appropriate program administrator who has the authority to resolve the matter. The appropriate administrator will resolve the complaint within twenty (20) business days, notify the student of the decision in writing, and provide a copy of the record to the Academic Affairs Office.
2. If the student is not satisfied with the resolution, the student may appeal the adjudication to the SAVE Farm Academic Director. The appeal must be in writing and be filed within ten (10) business days from the time the student has been notified of the earlier appeal decision. The written statement should clearly outline the student's concerns with the appeal decision and make a supported case for the requested resolution. The SAVE Farm Academic Director will resolve the complaint in a timely manner, in writing, making a record of the complaint, the resolution, and the process to adjudicate the matter.
3. The final level of appeal is through the Chairman of the Academic Committee following the same procedure outlined in #2 above. The decision of the Chairman of the Academic Committee shall be final.

Communication of the results of the appeal will be provided to the student through their student email address. Date requirements as outlined in this policy will be based on the date the written appeal is submitted by the student and the emailed decision is sent to the student by the reviewing administrator.

STUDENT RECORD MANAGEMENT POLICY

Overview

Student data and information is managed in accordance with the Institution's Privacy Policy, which should be read in conjunction with this policy. All student information collected by the Institution will be retained as part of a database, which will be securely monitored and maintained by SAVE Farm. Generally, personal information will not be made available to a third party without the written authority of the individual concerned, unless it is legally required or as outlined in the Institution's Privacy Policy. If an individual has any concerns regarding the handling or storage of their personal information, or they wish to access their personal information, they should contact our Privacy Officer at operations@thesavefarm.org.

Administration and Records Management

The Institution takes all reasonable steps to protect the security of the personal information that it holds and maintain that accuracy and relevance of the data it holds. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy. All student records are to be confirmed in writing with each student and updated at least every three (3) months by the Institution, while the student continues to be enrolled.

Where personal data held by the Institution is no longer required for the Institution's administration purposes, and the retention is not required by law, then the Institution will destroy the personal information by a secure means. All student records at the Institution are stored securely and kept confidential.

Retention of Records

The Institution retains records for the period(s) set out in this policy. Students should note that assessments submitted to the Institution will not be accessible. For this purpose, a 'completed student assessment item' is that actual piece(s) of work completed by the student or evidence of that work, including evidence collected for the process or Recognition of Prior Learning (RPL). This also includes a completed marking guide, assessment criteria together with the assessment item which may be retained either in hard copy or electronically. Where it is not possible to maintain an assessment item, then evidence of the assessment item having been completed will be retained.

Back Up of Electronic Records

All electronic records are backed up daily on an external hard drive marked "CONFIDENTIAL".

Student Record Protection

In the event that the Institution ceases to operate, arrangements will be made for access to current student records including:

- A parchment for each qualification completed;
- For students who have not completed their program, a statement of attainment for any units of competence completed; and
- Any training and assessment activities undertaken that were only in partial fulfillment of a unit of competence.

Students that continue their studies with another provider will generally have their records transferred to their new provider with their written consent.

Otherwise, for higher education courses – arrangements will be made for records to be held by an authorized representative Institution on behalf of the Institution (such as a new provider) and for vocational education courses – student records will be transferred electronically to the national vocational education and training regulator.

STUDENT RECORD MANAGEMENT POLICY RETENTION PERIODS	
Documents retained	Minimum retention period(s)
Records of all students, including: <ul style="list-style-type: none"> • Current residential address; • Mobile phone number (if any); • Email address (if any) • Amount of money paid to the Institution; • Duration of course/program paid for; • Amounts owing to the Institution; • Written agreements between the student and the Institution; • Amount that will be charged for the student to access their records; and • Up-to-date records of assessment. 	Until 50 years after the person ceases to be a student
Examination and assessments	
Education records which cover: <ul style="list-style-type: none"> • Proof of skills competency • Acknowledge proficiency • Official Transcripts 	
Student complaints and appeals records	
Electronic records including student's: <ul style="list-style-type: none"> • Full name; • Residential postal code; • Date of Birth • Student Identification number (if used); • Enrollment and commencement dates; • Code and title of course and program the student was enrolled in; • Date the Certificate was issued to the student 	

POLICY REGARDING STUDENT RECORDS

FERPA

SAVE Farm follows the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended; this law established specific guidelines concerning the release of information and the students' privileges to inspect and review their own educational records.

Student Rights According to FERPA

1. Right of inspection of records
2. Right to challenge records believed to be inaccurate
3. Right to consent to disclosure of personally identifiable records (with exceptions).
4. Right to file complaints of alleged violations of the aforementioned rights.

The Family Education Rights and Privacy Act (FERPA) of 1974, as amended, designates certain information related to a student as "Directory Information." FERPA gives SAVE Farm the right to disclose such information to anyone inquiring without having to ask a student for permission unless the student specifically requests in writing that all such information not be made public without written consent.

Directory Information

Certain information concerning students is considered to be open to the public upon inquiry. This public information is called directory information and includes name, local address and telephone number, permanent address, e-mail address, date of attendance at SAVE, awards, certificates and dates awarded, most recent previous educational institution attended, and participation in officially recognized activities.

Directory information as defines above may be released upon inquiry, unless the student has requested that this information not be released. The student's request to have directory information withheld must be submitted.

Full Confidentiality Hold

A student may need additional privacy protection of certain information that is not covered in suppressing their information opened to the public inquiry. If a student elects to place a Full Confidentiality Hold on their record, it means that the student's entire educational record will be suppressed and that they will not be able to discuss any part of their educational record with SAVE Farm remotely (telephone, FAX, or regular mail) but instead will have elected to have all conversations about their educational record in person.

It is important to remember that by choosing this option or withholding Directory Information other areas related to the student record may be affected. Some of these areas include, but are not limited to, all future requests for Directory Information from non-institutional persons or organizations will be denied.

Restriction of Records

In the case of a student who is delinquent in an account to SAVE Farm or about whom official disciplinary action has been taken, the appropriate SAVE Farm official may request that the student's record not be released. The effect of this action is that transcripts and diplomas are not released, and future enrollment may be withheld. In order for the action to be rescinded, the hold must be cleared, indicating that the student has met the obligation.

Death of a Student

In accordance with the Family Educational Rights and Privacy Act (FERPA), SAVE Farm policy regarding the disposition of records held pertaining to a deceased student states that the privacy interests of an individual expire with that individual's death.

STUDENT CODE OF CONDUCT POLICY

Overview

The Institution reserves the right to take disciplinary action, including suspension or expulsion, against those students who, in the finding of the Institution administration, have not acted in the best interest of other students, faculty, staff, or the Institution as a whole.

Students enrolling at The SAVE Farm are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the Institution during their period of enrollment. No student shall violate any published regulation of the Student Code of Conduct adopted or approved by The SAVE Farm Board. Additionally, no student shall (a) violate federal or state law or local ordinance, (b) aid or abet any other violation of federal law, state law, local ordinance, or this Student Code of Conduct, (c) violate any other SAVE policy.

Upon violation of the student code of conduct in which the threat is not imminent (i.e., not a deemed an emergency), the Institution will determine if the student/s involved have a documented disability through Disability Services at SAVE. If the student is found to have a documented disability with the Institution, the student's disability will be considered before taking disciplinary action. The assessment will include but is not limited to (a) the duration, (b) nature and severity of the risk of harm to the health or safety of others, (c) the probability that the potential injury will occur, and (d) whether reasonable modifications of the Institution's policies, practices, or procedures, or the provision of auxiliary aids and services, will mitigate the risk. All assessments regarding students with disabilities about student discipline issues will be conducted by SAVE's CEO and the Behavioral Health Representative.

The Institution reserves the right to take disciplinary action, including suspension or expulsion, against those students who, in the finding of The SAVE Farm administration, have not acted in the best interest of other students, faculty, staff, or the Institution as a whole.

The following types of behavior are considered violations of the student code of conduct and may subject the student to disciplinary action and/or referral to appropriate law enforcement agencies.

Academic Integrity and Honesty

Students are expected to adhere to standards of honesty in all areas of academic pursuit. Students who compromise the integrity of the classroom are subject to disciplinary action on the part of the Institution. Individuals can refer to the Academic Integrity and Honesty policy found in the Academic Planner/Student Handbook for additional clarification.

Alcohol and Controlled Substances

Students at The SAVE Farm are required to follow all local, state, and federal laws pertaining to the consumption of alcohol or use of controlled substances. No student shall consume or possess controlled substances, including the possession of controlled substance paraphernalia, on any Institution-owned or Institution-operated facility, or at any Institution-sponsored event or activity either on or off the training farm. This includes off training farm trips, internship experiences, or any off-training farm SAVE Program sponsored gathering.

No student shall unlawfully manufacture, distribute, dispense, possess, or be under the influence of a controlled substance. Illicit drug usage within the context of competitive athletics can compromise the physical well-being, health, and safety of the individual; therefore, all athletes will be subject to random drug screening.

Assault and Battery

No student shall threaten or commit a physical or sexual assault on faculty, staff, or another student or visitor. No student shall force or threaten to force another student, faculty, or staff member to have sexual contact against that person's will. No student shall engage in psychological harm, stalking, dating violence, or other domestic violence offenses against another person. **Any student charged with assault, sexual assault, or battery on or off the training farm and classroom facilities may be prosecuted under criminal statutes and disciplined under the campus Student Code of Conduct.** The SAVE Farm reserves the right to pursue disciplinary action under the Student Code of Conduct even if the authorities do not pursue criminal charges for the action. Any SAVE employee, student, or visitor who observes a potentially violent or life-threatening behavior has the right to immediately seek emergency assistance by calling 911 without the consent of SAVE authority.

Contracts

No student shall enter into a contract with an outside agency using the name of the SAVE Farm. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

Counterfeiting and Altering

No student shall reproduce, copy, or tamper with or alter in any way, manner, shape, or form, any writing, record, document, or identification or any form used or maintained by the SAVE Farm. This shall include electronic and computerized data.

Bullying, Discrimination, or Harassment

No student shall engage in bullying, discrimination, or harassment of another student, staff, faculty member, or visitor. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. Any action or situation created recklessly or intentionally by an individual or organization to produce mental or physical discomfort, embarrassment, or ridicule to any student or prospective student, staff, faculty, or visitor will not be tolerated. This includes the use of electronic media to perform such acts.

Disruptive Behavior

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes upon the rights and/or safety of themselves or other students or staff. Any obstruction or disruption of an educational process, administrative process, or other campus function is prohibited.

Dumping and Littering

No student shall deposit, dump, litter, or otherwise dispose of any refuse on SAVE's property, except in duly designated refuse depositories.

Electronic Devices

Cellular phones, Personal Digital Assistants, Personal Communication Devices, and other electronic devices shall not be used in a manner that disrupts the classroom, library, or within any SAVE-owned or Save operated facilities. This includes the abuse of cellular devices with photographic capability. Utilizing these devices to

photograph test questions or engaging in other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories. Taking photographs of any individuals without their consent is strictly prohibited.

False Information

No student shall furnish false information, including false reports of fires or bomb threats, to any SAVE official.

Fire Hazard

No student shall engage in any activities which create a fire hazard or other dangerous condition unless the instructor(s) is/are leading the fire for learning purposes.

Gambling

No student shall engage in any form of gambling on Institution-owned or operated property including Institution owned computer systems, or at Institution-sponsored events either on or off the training farm or through the use of Institution-owned computer systems.

Hazing

Any action or situation created recklessly or intentionally by an individual or organization to produce mental or physical discomfort, embarrassment, or ridicule to any student or prospective student of SAVE will not be tolerated. Interference No student shall directly interfere with a student, faculty member, or officer of SAVE in the performance of their duties.

Tobacco Use

Tobacco use is not allowed, except in outdoor designated posted areas that are a minimum of 20 feet from entrances, exits, and ventilation areas. Tobacco use is not allowed within Institution-owned buildings or Institution leased or rented facilities and public areas. Tobacco usage is defined as the burning, chewing, or any other method of inhaling or otherwise consuming any natural tobacco or tobacco-derived products through the use of, but not limited to cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars, and cigarillos, hookah smoked products, and oral tobacco (spit and spit-less, smokeless, chew, snuff).

Theft/Vandalism

No student shall engage in the theft of or damage to property belonging to another person or the Institution. This includes tampering with coin-operated machines, fire extinguishers, smoke detectors, fire alarms, defacing of public property, and unauthorized relocating.

Weapons

The SAVE Farm prohibits the possession or use of firearms, explosives, or other weapons or any facsimile thereof within any Institution building or facility on Institution property or at any Institution-sponsored classes, events, or activities.

DISCIPLINARY ACTION POLICY

Overview

The institution sets out the disciplinary action(s) that may impose upon any student found to be in violation of the SAVE Farm Student Code of Conduct or when it is determined that a student has not acted in the best interest of other students, employees, or the Institution as a whole. It is not required for SAVE to follow the

listed disciplinary actions in any order or sequence. SAVE shall determine the appropriate disciplinary action(s) based on the type and severity of behavior or violation committed.

Types of Disciplinary Actions:

1. **Warning:** A written or verbal notice to the student that the student's behavior is unacceptable, that the student has violated the Student Code of Conduct and/or that any future violations will be subject to further disciplinary action.
2. **Probation:** A period of time during which the privilege of continuing as a SAVE student is conditioned upon the student meeting certain requirements. The conditions may include, but are not limited to, loss of privileges to which a current student would otherwise be entitled, required assignments or actions by the student, and/or an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in additional discipline.
3. **Suspension:** Separation of the student from a class, program, activity, event, or any SAVE-owned, SAVE-operated, or SAVE-utilized facility for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
4. **Expulsion:** Permanent separation of the student from student status from a class, program, activity, event, or any SAVE-owned, SAVE-operated, or SAVE-utilized facility.

Additional Sanctions: In addition to or in conjunction with the disciplinary actions listed above, the following non-exhaustive list of sanctions may be imposed by the College as part of a disciplinary action: mandatory training, hold on student records, academic or personal counseling, attendance at the student assistance program, restitution and fines, required administrative meetings, medical certification/evaluation, execution of a behavioral agreement, modifications to the academic schedule, issuance of a no-contact order in relation to another individual, mandatory project or assignment (i.e. writing assignment), denial of privileges, emergency suspension, ban from JCCC campus or activities and/or community service.

Student Disciplinary Complaint:

Complaints against a student for violating the Student Code of Conduct, excluding violations of the Student Discrimination, Harassment or Retaliation Policy, and the Sexual Harassment Policy, shall be filed and will be reviewed in accordance with the Student Disciplinary Action Operating Procedure. Complaints against a student for violating other SAVE policies shall be filed and will be reviewed in accordance with those applicable policies and operating procedures.

STUDENT DISCIPLINARY ACTION OPERATING PROCEDURE

Overview

In accordance with the Student Disciplinary Action Policy, complaints against a student for violating the SAVE Student Code of Conduct, other than for violations of the Sexual Harassment Policy or the Student Discrimination, Harassment or Retaliation Policy, shall be filed and reviewed as set forth in this Operating Procedure. Complaints against a student for violating other Institution policies shall be filed and will be reviewed in accordance with those applicable policies and operating procedures.

Procedures

I. Filing a Complaint Against a Student

- A. **Emergency.** If the conduct involves an emergency situation requiring police assistance (e.g., serious disruptions, crimes, or where there is violence or the threat of violence), the matter must be brought to the immediate attention of the Riley County Police Department at 785-537-2112. If other emergency personnel services are required, the Riley County Police Department will make the necessary contacts. A follow-up written complaint should be submitted by the reporter as set forth below.

- B. **Non-Emergency.** In non-emergency situations, or once the emergency circumstances have been addressed, a complaint against a student shall be filed with the Office of Student Services. The complaint must be submitted in writing within ten (10) business days after occurrence of the incident giving rise to the complaint unless acceptable reason is given for the delay. The complaint is to include the date, time, location, parties involved, a description of the incident, and any other relevant information available to the party submitting the complaint.

II. **Review of a Complaint**

Upon receipt of a written complaint, a designated representative of the President/CEO shall review the matter and shall collaborate with appropriate individuals to review the complaint, investigate the facts and determine what, if any, appropriate disciplinary actions are to be taken. Disciplinary action may be imposed if the review and/or investigation indicates it is more likely than not that the student has violated the Student Code of Conduct. During this review, the student will be advised of the nature of the complaint and will be provided an opportunity to respond to the allegations.

III. **Report of Findings**

Upon completion of the review, the student will be notified in writing of the outcome of the review and the determination, if any, for disciplinary action(s). Notice to the student may be hand delivered or sent to the student's address of record with the Institution (mailed notices will be considered received by the student three (3) business days after being sent). Unless otherwise stated, the disciplinary action(s) will be effective immediately, subject to the student's appeal rights as set forth in the Disciplinary Action Appeals Operating Procedure.

IV. **Student Appeal Rights for Disciplinary Action**

A disciplinary action that results in a verbal or written warning to a student cannot be appealed by the student. Disciplinary actions that include probation, suspension or expulsion may be appealed by the student in accordance with the Student Grievance Policy.

ALCOHOL AND DRUG POLICY

Overview

SAVE Farm is committed to a drug-free environment. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, paraphernalia, or alcohol are prohibited on Institution property and at any Institution sponsored activities. Lawful consumption and possession of alcohol is prohibited with the exception of Institution-sanctioned activities approved in writing by the President where alcohol is manufactured, possessed, used, distributed, sold, served, and/or consumed for academic, continuing education, social, or other purposes consistent with the Institution's procedures and applicable legal requirements. Any individual found in violation of the Institution policy or convicted of violating any criminal drug or alcoholic beverage control statute while on SAVE Farm property or at any Institution-sponsored activity, will be subject to disciplinary action up to and including expulsion or termination of employment. Additionally, any individual found in violation of this policy may be subject to punishment under applicable local, state, and federal law. It is further noted that the use of illegal substances poses a serious health risk including but not limited to severe reactions and death.

Procedures

Students are expected to adhere to the Student Code of Conduct. The Student Code of Conduct applies to any Institution activity, function, or event on or off campus or in a SAVE Farm-owned vehicle. Violation of Institution

policy and/or the Student Code of Conduct is considered a serious matter and may result in disciplinary measures. Students are prohibited from the following:

1. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other “controlled substance” before, during, or after school hours on the Institution premises, at any other Institution locations, or at Institution sponsored events or activities. A student’s legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.
2. A student shall not knowingly possess an instrument of drug paraphernalia for the purpose of ingesting a controlled substance.
3. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on the Institution premises or as part of any Institution-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.
4. Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the instructor suspects a student is under the influence of drugs or alcohol, the instructor has the authority to contact campus security to remove the student from the classroom. Instructors must notify the Vice President of Instruction and Student Support or designee of this alleged violation of the Student Code of Conduct as soon as possible.

Disciplinary Sanctions

Students who engage in the unlawful manufacture, possession, selling, use, or distribution of alcohol or illicit drugs, or who abuse alcohol or other drugs will be subject to disciplinary sanctions by SAVE Farm. The disciplinary sanctions may include warnings, disciplinary probation, or in severe cases, expulsion from SAVE Farm and referral to the local authorities for prosecution. Students should be aware that their actions are also subject to all local, state, and federal laws relating to drug and alcohol abuse. The Institution will bring unlawful acts to the attention of proper law enforcement authorities.

Counseling, Treatment, Rehabilitation, and Re-entry Programs

Those students who seek assistance with a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through community organizations. Those who voluntarily avail themselves of counseling services offered through Konza Prairie Medical Center shall be assured that applicable professional standards of confidentiality will be observed.

The SAVE Farm Operations maintains a list of public and private treatment agencies.

ANIMALS ON CAMPUS POLICY

Overview

SAVE Farm recognizes that owners of Domestic Animals may desire to bring those animals to the campus; users of Service Animals or Service Animals in Training may find it necessary to bring those animals on campus; and Feral or Wild Animals may select the campus landscape as their habitat. In consideration of the personal safety and well-being of the SAVE Farm and in accordance with applicable state and federal laws, this Policy establishes requirements for accessibility, behavior, and treatment of animals on campus.

- a) No person may bring an animal onto the Institution campus, except for:
- b) Service Animals, Service Animals in Training;

- c) Emotional support, comfort, and therapy animals
- d) Domestic Animals only as defined below and as provided in the requirements;
- e) Animals that are brought on campus for a purpose specifically approved and under conditions established by the President.

Requirements

The care and supervision of a Service Animal, Service Animal in Training, and Support Animal is the responsibility of the person using the animal's services (hereinafter "owner"). The owner must ensure that the animal is in good health and has been vaccinated against diseases common to that type of animal and that those vaccinations are kept up to date as recommended by the American Veterinary Medical Association. For example, dogs should have routine maintenance for flea and tick prevention, de-worming, and have annual examinations. Dogs must wear a rabies tag.

Service Animals, Service Animals in Training, and Support Animals must be under full control at all times with devices as set forth below, unless these devices interfere with the animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. A Service Animal in Training and a Support Animal must be on a lead and under control at all times.

Use of a Service Animal or Service Animal in Training may be prohibited if the use of the animal poses a direct threat to the health or safety of other persons.

Use of a Service Animal in Training and Support Animal may be prohibited if the presence of the Service Animal in Training and Support Animal will result in a fundamental alteration of the educational program or activity involved. Questions about the impact of the Service Animal or Support Animal on an educational program or activity should be addressed with the Disabilities Coordinator in consultation with the vice president who oversees the program, course, or space in question.

When it is not obvious what service an animal provides, SAVE Farm officials may ask only two questions: (1) Is the animal a Service Animal required because of a disability? and (2) What work or task has the animal been trained to perform? SAVE Farm officials cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task. SAVE Farm officials may ask an individual to remove a Service Animal, Service Animal in Training or Support Animal from Institution facilities if:

- a) The animal poses a direct threat to the health and safety of others;
- b) The animal is out of control or disruptive and the animal's handler does not take effective action to control it; or
- c) The animal is not housebroken.

The owner is responsible for the cost to repair any damage done by the Service Animal, Service Animal in Training or Support Animal to institution property. Feral or Wild Animals that are not a risk and do not represent a hazard, cause property damage, or create a public nuisance, and that do not require human intervention, may inhabit the campus grounds.

Feral or Wild Animals that are a potential risk, represent a hazard, cause property damage, create a nuisance, or otherwise pose a potential threat to the health or safety of humans will be regulated, controlled, and humanely relocated in accordance with all applicable laws and regulations.

Except as otherwise set forth below, the following requirements apply to all Service Animals, Service Animals in Training, Support Animals, and Domestic Animals on campus:

1. All animals must be under control while on campus grounds and restrained by a leash or other appropriate device that does not exceed six feet in length and that is under control by a responsible person. At no time is an animal permitted to wander off leash or be let out of control by the handler. Exceptions may apply to service animals when the task(s) performed requires the service animal to be off leash or unrestrained.
2. Fecal matter deposited by any animal brought onto campus must be removed immediately and disposed of properly by the owner or handler. The burden is on the animal handler to arrange for removal of fecal matter if he or she is personally unable to perform the task.
3. Domestic Animals may for a “visitation” enter any:
 - a. Campus building;
 - b. Enclosed or delineated outdoor recreational facility;
 - c. Officially reserved or scheduled outdoor events on campus.
4. Domestic Animals are not allowed to “visit” during classroom instruction, clinical activities, or other indoor assemblies, events, or presentations.
5. Animals found tethered, unattended, or abandoned may be humanely impounded in accordance with all applicable laws and regulations.
6. Animals may be confined in vehicles parked on campus for a reasonable period of time as long as the animal is not endangered and does not endanger others or create a public nuisance. In the event of endangerment to the animal or others, or public nuisance, the animal may be humanely impounded.
7. Animals must have appropriate behavior while on campus. If there is anything about the condition, health, or behavior of any animal on campus that is deemed by SAVE Farm officials to be a direct threat to the health or safety of any member of the campus community or to any other animal, if the owner cannot control the animal, if the animal is disruptive, or if the animal is not housebroken, then that animal may be removed from campus in any manner deemed necessary by SAVE Farm officials. Such action may be taken regardless of whether the animal posing a threat would otherwise be permitted on campus under this Policy.

Responsibilities

The President will be responsible for providing the final determination on the risk, potential hazard, potential for property damage, or potential for public nuisance of any animal on campus grounds. Nothing in this Policy is intended to limit the freedom of the Security or other SAVE Farm officials in the assessment or handling of any situation involving an animal in Institution facilities or on the Institution campus.

The Disabilities Coordinator is responsible for maintaining any documentation regarding Service Animals, Service Animals in Training and Support Animals.

Violations of this Policy

All members of the campus community share the responsibility of implementing all aspects of this Policy. Failure to comply with implementation of this Policy will result in the following consequences:

- Any person who brings an animal onto campus in violation of this Policy will be required to remove the animal from campus immediately.
- Any person who allows his or her animal to stray or be unattended may have such animal impounded and turned over to the local Animal Control Shelter.

STUDENT GRIEVANCE POLICY

Overview

Any student at SAVE Farm who believe that they have been harmed by an act or omission of the Institution or its employees, have the right to lodge a complaint. The Institution encourages the informal resolution of grievances but provides and follows a procedure for formal resolution.

Procedures

Stage 1 – Informal Resolution

1. Depending on the circumstances or area of concern, the student must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such conference should be held quickly with the full cooperation of the student and institution employees.
2. If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled. If the matter cannot be resolved to the satisfaction of the student, the student must meet with a Student Advocate who will help the student prepare and present a complaint.
3. The student and the Advocate must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such conference should be held quickly with the full cooperation of the student and institution employees.
4. If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled informally. If the complaint involves unlawful harassment or a hostile learning or work environment, students are not required to confront the faculty or staff member involved with the situation. Complaints involving unlawful harassment, or a hostile learning or work environment should be reported to the SAVE Farm President.

Stage 2 – Formal Resolution

If the staff or faculty member cannot resolve the complaint, the student (with the assistance of an advocate) shall, within ten (10) calendar days of the conference:

1. Put the complaint in writing, containing a concise statement of the complaint, and a short, plain statement of the supporting facts (including the date of the required conferences referenced above),
2. Send the written complaint by certified mail, return receipt requested, restricted delivery or hand deliver to the supervisor of the institution employee whose act or omission is the subject matter of the complaint or Senior Director of Student Services depending on the nature of the complaint.
3. The supervisor so served shall make a final decision and shall notify, in writing, the student, student advocate, and institution employee within five (5) business days of the receipt of the complaint.
4. The student may appeal the final decision using the Procedures for Student Appeal set out below.

Procedures for Student Appeal

Students may be affected by two separate and distinct types of actions at the Institution.

- a) Academic action – any action that is taken by a faculty member or other employee of the Institution that directly relates to final grades or participation in classes, programs, or other academic activities.
- b) Disciplinary action – an action taken by a faculty member or any other employee of the Institution against a student for a violation of the Rules of Student Conduct.

Before beginning either appeal process, the student should contact the Student Advocate for assistance with the preparation and presentation of the appeal and to answer questions during the appeal process.

All student appeals of Academic Action or Disciplinary Action shall follow the procedures outlined below.
Appeal of Academic Action.

Grounds for Appeal

A student may appeal an Academic Action for the following reasons:

1. Institution policy or grade issued was arbitrary, capricious, or contrary to written instructions;
2. Appellant was not fully informed of the Institution's dissatisfaction with his or her academic or clinical progress; or
3. Academic Action poses a threat to impending graduation, continued enrollment, or withdrawal of financial aid.

Timing and Form of Appeal

The appeal of an instructor's academic action involving the award of a final grade shall be made in writing, within ten (10) calendar days of the date that the final course grade is posted to Web Advisor. The appeal of a removal from a course for reasons other than academic dishonesty shall be made in writing, within five (5) business days of notification of being dropped, be it a written or verbal notification.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information;
2. Be sent certified mail, return receipt requested, restricted delivery or hand-delivered; and
3. Be directed to the appropriate Academic Program Manager.

The President or his designated representative shall investigate the facts and determine whether the action should be upheld or reversed.

Dismissal for Course, Activity, or Program Pending

Appeal If a student appeals an academic action leading to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity, or program, if applicable, until the appeal process is complete unless:

1. In the case of a clinical affiliate or other off-campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;
2. The student's continued participation in the activity would pose a threat to the student, the Institution, or others with whom he/she might come into contact; or
3. Institution Policy would be violated.

Erroneous Academic Action

If, at any point in the appeals process, based on the evidence, it is determined that an erroneous academic action has been taken, President, the instructor, and the student shall meet within five (5) business days from the date of such determination to agree on corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the President may extend this meeting date to a date agreeable to both parties, but in no event shall the extension be more than thirty (30) calendar days.

Notification of Decision

The President or his designated representative shall:

1. Notify the student of a decision in writing, either by hand-delivery, or by certified mail, return receipt requested, restricted delivery within ten (10) business days from the date of receipt of the notice of appeal; and
2. send copies of the decision to the instructor.

Appeal of Disciplinary Action

Grounds for Appeal

A student may appeal a disciplinary action for the following reasons only: The action taken was arbitrary, capricious, and contrary to published institution policy, or
Insufficient evidence exists to sustain the disciplinary action.

Timing and Form of Appeal

The appeal of a formal written Disciplinary Action shall be made in writing to the Academic Program Manager.

The appeal must be submitted within ten (10) calendar days of the receipt of written notification of the disciplinary action.

The letter of appeal shall:

Clearly state the student's grounds for appealing and any supporting information; and
Be sent certified mail, return receipt requested, restricted delivery or hand delivered.

Duties of the Academic Program Manager

The Academic Program Manager shall be responsible for notifying, in writing, the instructor, the staff member, and all-in line supervisors concerning the appeal.

The Academic Program Manager shall then investigate the facts and determine whether the disciplinary action should be upheld or reversed.

The Academic Program Manager shall notify the appealing student of the decision in writing, either hand-delivered, or by certified mail, return receipt requested, restricted delivery within ten (10) business days of receipt of the letter of appeal.

A copy of the decision shall be sent to the instructor or staff person and all line supervisors.

If the disciplinary action is upheld, the notice of decision will include the nature of the charges, general findings which substantiate the charges, proposed disciplinary action to be taken, and the further due process available to the student.

Erroneous Disciplinary Action

If, at any point in the appeals process, it is determined that an erroneous disciplinary action has been taken, the Academic Program Manager, the instructor or staff member and the student shall meet within five (5) business days to agree on a corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, the Academic Program Manager may extend the meeting date to an agreeable time for both parties. In no event shall this meeting take place more than thirty (30) calendar days after the determination of erroneous disciplinary action.

Dismissal from a Course, Activity, or Program Pending Appeal

If a student appeals a disciplinary action which would lead to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity, or program, if applicable, until the appeal process is complete unless:

1. In the case of a clinical affiliate or other off-campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;

2. The student's continued participation in the activity would pose a threat to the student, the Institution, or others with whom he/she might come into contact; or
3. Institution Policy would be violated.

Students Rights and Responsibilities

Each student is guaranteed the exercise of his or her rights of citizenship under the Constitution of the United States without fear or prejudice. In addition to Constitutional rights as a citizen, each individual enrolled at the Institution is guaranteed additional student rights, which are listed below:

1. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the Institution.
2. Free inquiry, expression, and peaceful, nonthreatening assembly are guaranteed to all students.
3. No disciplinary sanctions other than admonition, warning, and reprimand may be imposed upon any student without due process.
4. Evaluation of student academic performance shall not be prejudicial. The student is entitled to an explanation of the basis for grades. The Institution, however, has the right to set reasonable academic standards which students must meet.
5. The Institution and members of the SAVE Farm community have the right to expect personal safety, protection of property, and the continuity of the educational process.

Students are expected to acquaint themselves with and observe Institution regulations and policies contained in the SAVE Farm Catalog & Student Handbook and all announcements made through the administration. Furthermore, it is the responsibility of each student to know and meet the graduation requirements of the Institution in his or her particular program of study and to maintain the minimum required grade point average. The final responsibility is that of the individual student.

Kansas residents may file a complaint with the Kansas Board of Regents at: Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368, phone number (785) 430-4240 or https://kansasregents.org/academic_affairs/private_out_of_state/complaint_process.

SEXUAL HARRASSMENT POLICY

Overview

No person at SAVE Farm shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity on the basis of sex.

SAVE Farm is committed to providing a learning and working environment free of sexual misconduct and discrimination. The Institution considers sexual discrimination in all its forms to be a serious offense. This policy refers to all forms of sexual discrimination, including discrimination against pregnant and parenting students, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Any member of the SAVE Farm community who experiences or witnesses possible sexual harassment or discrimination should seek assistance as soon as possible.

All members of the SAVE Farm community have the right to raise concerns, to ask questions about Institution policies prohibiting sex or gender discrimination, and to participate in investigations without fear of retaliation.

The prevention and elimination of sexual harassment is of special concern to SAVE. Sexual harassment includes:

- Physical assaults or physical conduct that is sexual in nature.

- Unwelcome sexual advances or comments or requests for sex or sexual activities, regardless of whether they are based on promises or threats.
- Sexual displays or publications such as calendars, cartoons, or graffiti.
- Other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work and learning environment.
- Retaliation for complaints of harassment. SAVE regards all such pervasive conduct as creating a hostile and offensive work and learning environment in violation of this policy. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually oriented "kidding", "teasing" or "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, physical contact such as patting, pinching or brushing against another's body, or reading or otherwise publicizing in the work and learning environment materials that are sexually suggestive or revealing.

Students suspected of violating the sexual harassment policy are subject to expulsion from the SAVE program.

COMPLAINTS ABOUT DISCRIMINATION OR DISCRIMINATORY HARASSMENT

Overview

Complaints of discrimination or discriminatory harassment by an employee or student should be addressed to the CEO. Any employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint. If the Chief Executive Officer is the alleged harasser, the complaint shall be reported to The Board of Directors. Complaints by any other person alleging discrimination should be addressed to the CEO.

The following procedures will be followed to ensure an appropriate resolution of a grievance or complaint at the lowest possible level:

- The complainant should attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level. Where resolution is unsatisfactory to either party, the issue should be appealed in writing to the CEO. The CEO must inform the complainant in writing of any decision made and the reason for that decision within five business days.
- If the complainant feels the complaint has not been resolved, a formal complaint should be filed in writing and contain the name and address of the person filing the complaint. A complaint should be filed as soon as possible after the conduct occurs, but not later than 30 business days after the occurrence, unless the conduct forming the basis for the complaint is ongoing.
- The complainant should briefly describe the alleged violation. If an employee becomes aware of a possible violation of this policy, they are expected to initiate a complaint even if the individual(s) involved do not want to initiate a complaint. Forms for filing written complaints are available in the CEO's office, the operations supervisor's office, and the academic program manager's office.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the CEO, the Board shall appoint an Investigating Officer. In other instances, the investigation shall be conducted by the CEO or another individual appointed by the President. The investigation shall be informal but thorough. All involved persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator and submitted to the President no later than 20 business days after the filing of the complaint.
- Upon violation of the student code of conduct in which the threat is not imminent (not a deemed an emergency), the organization will determine if the student/s involved have a documented disability

through Disability Services at SAVE. If the student is found to have a documented disability with the organization, the student's disability will be considered before taking disciplinary action. The assessment will include but is not limited to (a) the duration, (b) nature and severity of the risk of harm to the health or safety of others, (c) the probability that the potential injury will actually occur, and (d) whether reasonable modifications of the organization's policies, practices, or procedures, or the provision of auxiliary aids and services, will mitigate the risk. All assessments in regard to students with disabilities in reference to student discipline issues will be conducted by SAVE's CEO and the Behavioral Health Representative.

- The organization reserves the right to take disciplinary action, including suspension or expulsion, against those students who, in the finding of the SAVE administration, have not acted in the best interest of other students, faculty, staff, or the organization as a whole.
- If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in Board policy, the negotiated agreement and/or State or Federal law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the CEO.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the CEO or by the Board itself, as determined by the CEO. The request to appeal the resolution shall be made within 10 business days after the date of the written resolution of the complaint at the lower level. The CEO or the Board shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 business days after the appeal is filed. The CEO or the Board will issue a written determination of the complaint's validity and a description of its resolution within 10 business days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of other remedies. In addition to utilizing the organization's complaint process, the following outlets exist for seeking redress of grievances.

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's Office.
- Discrimination complaints may be filed with the Kansas Human Rights Commission, Equal Employment Opportunity Commission, and the Office for Civil Rights of the U.S. Department of Education.
- Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368; 785-430-4240 https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process.

PROTECTIONS AGAINST RETALIATION

Retaliation against an individual is an adverse action or treatment taken against anyone for reporting, supporting, or assisting in the reporting and/or adjudication of any of the behaviors prohibited in the Harassment, Discrimination, and Sexual Harassment Policy herein or against anyone perceived to be involved in any of these actions. This includes intimidation, violation of a No Contact Order, harassment, efforts to impede an investigation, or filing a false or bad faith cross-complaint. Retaliation under this policy is prohibited by Organization policy, state, and federal law. Retaliation is a serious violation, which can subject the offender to sanctions independent of the merits of the harassment or discrimination allegation. Acts of alleged retaliation should be reported immediately to the President of SAVE.

CONFIDENTIALITY

To the extent possible, SAVE will make a reasonable effort to conduct all proceedings related to harassment and discrimination allegations in a manner which will protect the confidentiality and privacy interests of all parties. Examples of situations where confidentiality cannot be maintained include circumstances when the Institution is required by law to disclose information, when disclosure is warranted by the Institution in order to

protect the rights of others, or disclosure is necessary to facilitate legitimate Institution processes including investigation and resolution of harassment and discrimination allegations. In addition to these efforts by SAVE, all parties to the alleged complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

SAVE Farm

www.thesavefarm.org

