SOUTHCENTRAL KENTUCKY

Community and Technical College

STUDENT HANDBOOK

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Southcentral Kentucky

Community & Technical College

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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MISSION STATEMENT

The mission of Southcentral Kentucky Community and Technical College is to improve the employability and quality of life of south central Kentucky citizens as the primary provider of:

- Certificate, diploma, associate degree, and collegiate transfer programs.
- College and workforce readiness.
- Workforce education and training.
- Adult education and family literacy.

Southcentral Kentucky Community and Technical College, a member of the Kentucky Community and Technical College System, is a public, two-year degree granting institution serving the south central region of Kentucky.

ACCREDITATION

Southcentral Kentucky Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southcentral Kentucky Community and Technical College.

Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

2013 – 2014 ACADEMIC CALENDAR/IMPORTANT DATES

FALL 2013

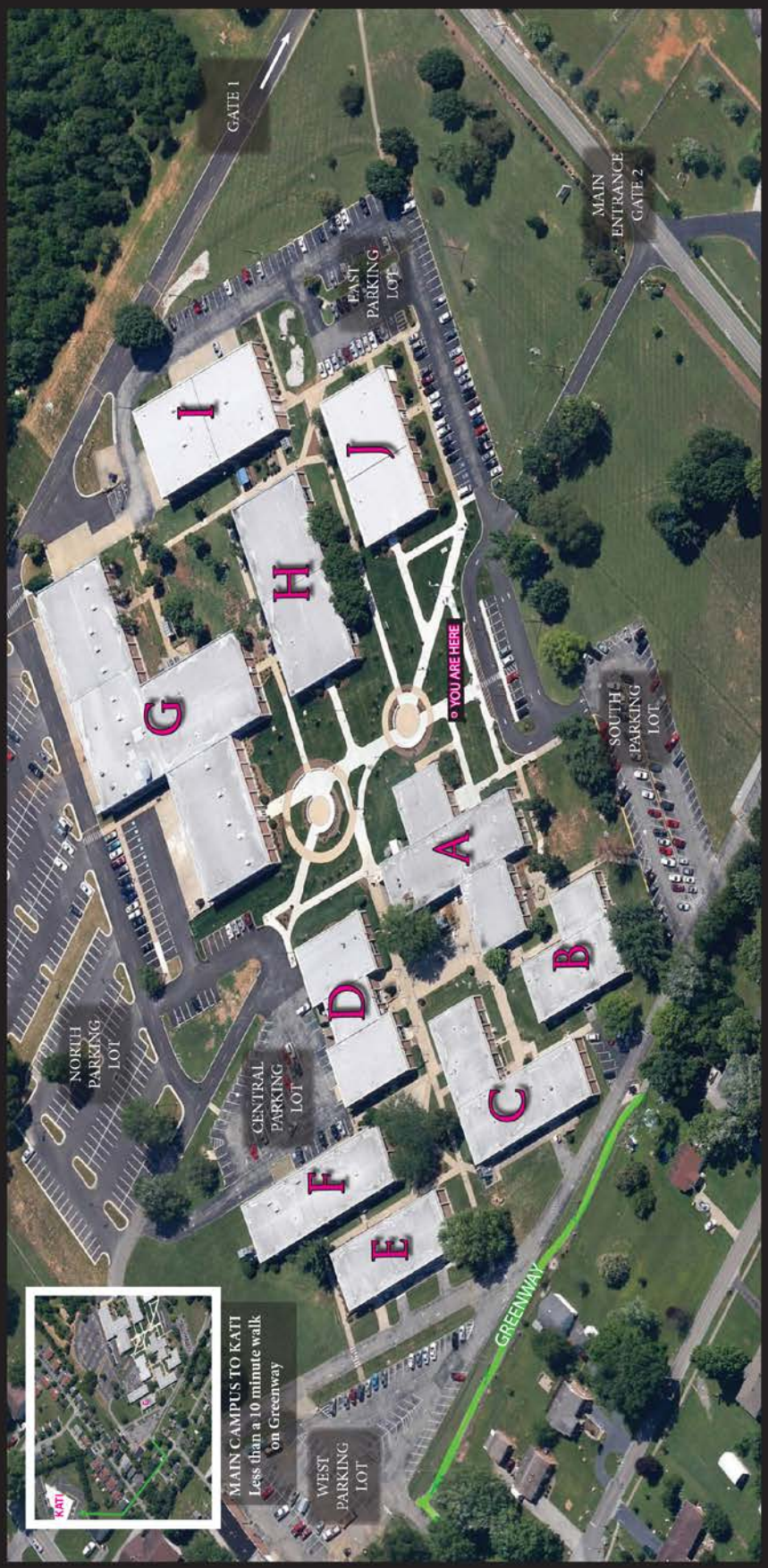
August 19, 2013	**Classes begin**
August 22, 2013	**Last day 100% refund (1st bi-term session)**
August 25, 2013	**Last day 100% refund (16 week) session)**
September 2, 2013	**Labor Day (no classes)**
September 3, 2013	**Last day 50% refund (1st bi-term session)**
September 16, 2013	**Last day for "W" (1st bi-term session)**
September 17, 2013	**Last day 50% refund (16 week session)**
October 11, 2013	**Final examinations for 1st bi-term courses**
	Last day for "W" (16 week session)
October 14-18, 2013	**Fall Break (no classes)**
October 21, 2013	**Second bi-term begins**
October 24, 2013	**Last day 100% refund (2nd bi-term session)**
November 4, 2013	**Last day for 50% refund (2nd bi-term session)**
November 18, 2013	**Last day for "W"(2nd bi-term session)**
November 28-29, 2013	**Thanksgiving Break (no classes)**
December 5, 2013	**Class work ends**
December 6, 2013	**Study Day**
December 9-14, 2013	**Final Examinations**

SPRING 2014

January 13, 2014	**Classes begin**
January 16, 2014	**Last day for 100% refund on 1st bi-term session**
January 19, 2014	**Last day for 100% refund on 16 week session**
January 20, 2014	**Martin Luther King, Jr. holiday (no classes)**
January 27, 2014	**Last day for 50% refund on 1st bi-term session**
February 10, 2014	**Last day to receive a "W" for 1st bi-term session**
	Last day for 50% refund for 16 week session
February 17, 2014	**President's Day holiday (no classes)**
March 7, 2014	**Last day to receive a "W" for the 16 week session**
	Final examinations for 1st bi-term session
March 10-14, 2014	**Spring Break (no classes)**
March 17, 2014	**2nd bi-term begins**
March 20, 2014	**Last day for 100% refund for 2nd bi-term session**
March 31, 2014	**Last day for 50% refund for 2nd bi-term session**
April 14, 2014	**Last day to receive a "W" for the 2nd bi-term session**
April 18, 2014	**Good Friday (half-day holiday)**
May 1, 2014	**Class Work Ends**
May 2, 2014	**Study Day**
May 5-10, 2014	**Final Exams**
May 16, 2014	**Commencement**

Disclaimer
Southcentral Kentucky Community and Technical College makes every effort to include relevant, timely and accurate information in its publications. However, Southcentral Kentucky Community and Technical College reserves the right to make changes in its calendar, admissions policies, expenses, programs, curricula, course descriptions or any other matters addressed or not addressed in this publication. Prospective students and enrolled students should check with college's Offices of Admissions, Registrar, and/or Business Affairs to learn of any such changes.

MAIN CAMPUS MAP



Building A
Welcome Center
Admissions
Bookstore
Financial Aid
Registrar
Student Success Center
Student Lounge
Classroom – A-1, A-30

Building B
Adult Learning Center
Work & Learn

Building C
Learning Center (TLC)
Library
Classrooms – C-1, C-3, C-8, C-14, C-17, C-21

Building F
Conference Center
Classrooms—F-8, F-10A

Building G
Academic Affairs
Classrooms – G-100, G-104, G-108, G-119, G-120, G-135, G-138, G-139, G-142, G-145, G-150, G-153

Building H
Office of the President
Human Resources
Public Relations
Tuition/Cashier
Classrooms – H-111A, H-111B, H-130, H-131, H-133

Building I
Classrooms – I-103, I-109, I-112, I-117, I-118

Building J
Classrooms – J-108, J-111, J-113, J-115, J-117, J-143, J-144, J-144A

Southcentral Kentucky
Community & Technical College
MAIN CAMPUS

ADMISSIONS AND REGISTRATION

A student enrolling at Southcentral Kentucky Community and Technical College (SKYCTC) for the first time or who has not been enrolled for more than one calendar year must submit an application for admission. Students may be admitted as freshmen, as students with transfer credit from other institutions, as visiting students, or as non-degree students. SKYCTC admits students who have graduated from high school, who have earned a high school general equivalency diploma (GED), or who are dually enrolled in high school and the college.

Admission Procedures

- Prospective students may visit http://www.southcentral.kctcs.edu/ to complete the online **KCTCS Admissions application**.
- Applicants under age 25 entering a college for the first time will be required to send an **official copy of their high school transcript or GED** to the Admissions Office.
- Applicants entering with transfer credit must have an **official transcript from each college attended** forwarded to SKYCTC.
- In addition to the admissions application, all applicants must complete **Student Orientation Advising and Registration**.
- Admission to SKYCTC does not guarantee admission to a specific program. Applicants seeking admission to selective-admission programs, such as Allied Health, should contact the individual Program Coordinators for information regarding any special requirements.
- Applicants should submit results of the **American College Test® (ACT)** that have been taken within the last five years. Applicants who have not taken the ACT® or do not have current results must complete the **COMPASS™** placement examination administered in the SKYCTC Student Success Center, Building A, Room 29. For specific information regarding course placement, students should refer to the KCTCS Assessment and Placement Policy, which is available on the website at www.kctcs.edu.
- Upon successful completion of the admissions process, students will receive a letter confirming acceptance to the college and outlining the procedures to be followed in order to register for classes.

Admission Priority Deadlines

SKYCTC Admission priority deadlines are listed below.

- Submit Admissions application and all required documents **by July 15** for Fall semester
- Submit Admissions application and all required documents **by December 1** for Spring semester
- Submit Admissions application and all required documents **by April 1** for the Summer Term

Registration Procedures

- In order to begin the registration process, students must consult their academic advisor for course selection. Advisors will ensure proper course selection for specific academic goals, as well as provide registration clearance in the KCTCS PeopleSoft database.
- Please consult the SKYCTC website for course schedules and registration dates.
- The full and proper name of the student and KCTCS student ID number must be used in registration and for all other official purposes.

Email Account

- **All enrolled KCTCS/SKYCTC students will be given access to a KCTCS- assigned email account. Official communication from faculty and student service personnel will be sent to this address. Students will continue to have access to this account as long as they are enrolled.**

Non-Degree/Non-Credential Students
At the discretion of the institution, persons who desire instruction without wishing to earn a credential may be admitted as non-degree/non-credential students. These students are exempt from taking the assessment instrument; however, all students (including high school students) must meet individual pre-requisites such as those for entry-level English and mathematics courses. Students may take a maximum of 12 credit hours, as a non-degree/non-credential student.

Students may declare credential seeking status after meeting regular admission requirements. The college may review and reclassify credential seeking status in accordance with policies established at each individual college. Non-degree/non-credential students are not eligible for Federal Financial Aid programs. Credit earned before a student meets admission requirements will be counted toward a credential.

High School Students
The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines. All applicants must submit:

- a KCTCS/SKYCTC Admissions application by the appropriate deadline
- the results of the ACT®, and/or ASSET® or COMPASS™ in accordance with KCTCS Assessment and Placement Policy, if prerequisites are required for the desired course.

SKYCTC may require additional information as part of the admission process. In some cases, courses offered may carry both high school and college credit. See your high school counselor for more details.

Second Chance Students
A student who has previously attended an accredited college or university — other than a college in the Kentucky Community and Technical College System — and who has less than an overall grade-point average of 2.0 on a 4.0 scale in all coursework attempted may be considered for admission on probation provided the applicant demonstrates one of the following:

- has not enrolled at a college or university for at least one 16-week semester and
- can demonstrate potential for success.

Transient/Visiting Students
A student may be admitted as a transient or visiting student. A transient or visiting student must submit a current official transcript from the student's home college. Admission as a transient or visiting student is valid only for the semester or session for which the student applies.

Readmission after Two or More Years: Academic Bankruptcy
A student who has been readmitted after having remained out of a KCTCS College for a period of two or more years and who has completed at least 12 credit hours in non-developmental and non-remedial courses with a grade point average of 2.0 or better after readmission may choose to have his/her previous KCTCS coursework removed from the computation of the grade point average. This procedure is commonly called "academic bankruptcy." A student who declares academic bankruptcy will continue to receive credit for those courses in which a grade of A, B, C, D, or P was earned prior to readmission without including those grades in the GPA computation.

Advanced Placement Program
KRS 164.098 requires Kentucky institutions to award credit for scores of 3 or higher on the Advanced Placement Tests. Interested students should have their examination results sent to the Admissions Office. Please consult your advisor and/or the KCTCS catalog for a list of Advanced Placement courses.

Previous College Work
An applicant who has previously attended an accredited college or university which awards degrees at the associate level or higher and who has an overall grade point average of at least 2.0 on a 4.0 scale in all coursework attempted will be accepted for admission. For specific information on course placement, applicants should refer to the KCTCS Assessment and Placement Policy, which is available on the website at www.kctcs.edu or in the KCTCS catalog. An official transcript of all previous college work must be submitted. The Council on Postsecondary Education's (CPE's) general education transfer policy provides the basis for an institution's policy on the acceptance of transfer credit. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of Educational Institutions" shall serve as a reference for admission of transfer students to an institution and for the acceptance of transfer credit.

SKYCTC provides academic guidance concerning the transfer of credit to transferring students. SKYCTC shall accept a student's college credit earned when a course is taken both for high school credit and for college credit. Credit earned through a dual credit or dual enrollment arrangement shall be treated the same as credit earned in any other college course.

Degree credit work is recognized credit hour for credit hour if taken on the semester system. Quarter hours are recognized as two-thirds (2/3) of a semester hour. Recognition of credit earned at a non-accredited college or university may be obtained by special subject examinations or may be validated upon the completion of 12 credit hours, excluding developmental or remedial courses, with a grade point average of at least 2.0.

Change of Program
When students enroll, they select a program of study in which they wish to "major" or receive a credential. Students may request a program change through the SKYCTC Student Affairs Office. These students are instructed to seek appropriate advisement and financial aid counseling.

KCTCS Assessment and Placement Policy
Students enrolling for the purpose of earning credit applicable toward an educational credential — certificate, diploma, or associate degree — must demonstrate through the submission of scores on specified assessment instruments that they possess the minimum academic skills essential for success. Students who do not have the appropriate test scores in a given area must successfully complete remedial courses before enrolling in entry-level courses for that subject area.

This assessment and placement policy specifically applies to:

- Students who will enroll for the first time in fall 2001 or later for the purpose of earning an educational credential. This includes students who intend to transfer to a university and students who are undecided on a program of study.
- Students who transfer from a non-KCTCS institution and who have not demonstrated academic skills appropriate for the educational credential they seek either through assessment results or successful completion of relevant entry-level courses.
- Students who decide to earn an educational credential subsequent to their enrollment as a non-credential seeking student and who have not demonstrated the academic skills appropriate for the educational credential they seek.

The skills for which the Assessment and Placement Policy applies are mathematics, reading, and writing. An ACT® score of 19 or above in mathematics, 20 or above in reading, and 18 or above in writing allows the student to enroll in entry-level courses for those areas. A student who scores less than 19 in mathematics, 20 in reading, and 18 in writing is required to take the COMPASS Placement test and will be placed into classes according to his/her score on the COMPASS test.

Non-degree/non-credential seeking students are exempt from taking the assessment instrument; however, all students must meet individual course pre-requisites such as those for entry-level English and mathematics courses.

The KCTCS Assessment and Placement policy can be found at http://legacy.kctcs.edu/employee/policies/volumeII/4_13.pdf.

Last Day to Enter an Organized Class
The last day to enter (add) an organized class (including Saturdays and Sundays, but excluding KCTCS recognized holidays) is as follows:

- 16-week Session - by the close of business of the 7th calendar day of the session.
- 8-week Session - by the close of business of the 4th calendar day of the session.
- 6-week Session - by the close of business of the 3rd calendar day of the session.
- 5-week Session – by the close of business of the 2nd calendar day of the session.
- 4-week Session - by the close of business of the 1st calendar day of the session.
- Irregular Session - prorated according to the length of the session in proportion to the traditional 16-week session.

Students cancelled for non-payment after the last day to enter an organized class may not be reinstated for that session. If in an acute extenuating circumstance a student cancelled for non-payment is re-enrolled, a late payment charge per the "Schedule of Allowable Charges" must be assessed for that session. All tuition and charges, and any associated late payment charge, must be satisfied at the time of reinstatement.

Drop Policy
If a student withdraws from a class, he/she must complete a “Mega Form.” A student who withdraws from any class after the drop/add period until mid-term will receive a grade of “W” which will not count in the grade average. After mid-term, the student must obtain permission from the instructor of the class or classes he/she is dropping to receive a “W.”

A student who is unable to complete course requirements by the end of the course may request an incomplete, or an “I.” The student must have the instructor’s written approval and must complete all work within one (1) year of the posting of the “I” on the student’s academic file.

This drop policy applies to all students with the exception of VA students on financial aid. In order to comply with Federal VA regulations, the drop/add period length cannot exceed thirty (30) calendar days.

RESIDENCY

Determination of Residency Status; General Rules.
(1) A determination of residency shall include: (a) An initial determination of residency status by an institution during the admission process or upon enrollment in an institution for a specific academic term or for admission into a specific academic program; (b) A reconsideration of a determination of residency status by an institution based upon a changed circumstance; and (c) A formal hearing conducted by an institution upon request of a student after other administrative procedures have been completed.
(2) An initial determination of residency status shall be based upon: (a) The facts in existence when the credentials established by an institution for admission for a specific academic term have been received and during the period of review by the institution; (b) Information derived from admissions materials; (c) Other materials required by an institution and which are consistent with this administrative regulation; or (d) Other information available to the institution from any source.
(3) An individual seeking a determination of Kentucky residency status shall demonstrate that status by a preponderance of the evidence.

(4) A determination of residency status shall be based upon verifiable circumstances or actions.
(5) Evidence and information cited as the basis for Kentucky domicile and residency shall accompany the application for a determination of residency status.
(6) A student classified as a nonresident shall retain that status until the student is officially reclassified by an institution.
(7) A student may apply for a review of a determination of residency status once for each academic term.
(8) If an institution has information that a student's residency status may be incorrect, the institution shall review and determine the student's correct residency status.
(9) If the Council on Postsecondary Education has information that an institution's determination of residency status for a student may be incorrect, it may require the institution to review the circumstances and report the results of that review.
(10) An institution shall impose a penalty or sanction against a student who gives incorrect or misleading information to an institutional official, including payment of nonresident tuition for each academic term for which resident tuition was assessed based on an improper determination of residency status. The penalty may also include: (a) Student discipline by the institution through a policy written and disseminated to students; or (b) Criminal prosecution.

For a complete listing of the KCTCS Determination of Residency Status for Admission and Tuition Purposes, please visit http://www.kctcs.edu/students/Costs_and_Financial_Aid/Residency.aspx.

TUITION AND FEES

Tuition and fees vary based on whether a student is a Kentucky resident, non-resident, or resident of a contiguous county of an adjoining state. Tuition and fees are on a per credit hour rate, including courses that are audited. For questions regarding residency status and guidelines, see Appendix A in the KCTCS 2013-2014 Catalog. All tuition and fees are payable in full prior to the beginning of classes for each session of the term unless prior arrangement has been made with the College business office. For more information on partial or deferred payment instructions and payment dates, contact the SKYCTC Business Office located on the Main Campus in Building H (270-901-1120).

Tuition and fees are assessed at the time of registration and based upon a per credit hour rate for all KCTCS colleges regardless of whether the courses are taken during the day, evening, and/or on weekends and regardless of whether the courses are taken for credit or audit purposes. Fractional credit hour tuition and charges are assessed for fractional credit offerings (i.e., a student taking ¼ credit hour course would be assessed ¼ rate of student with same residency taking a 1 credit hour course). Tuition and fees are refundable as per the "Refunds" section below. Fees for services are non-refundable unless specifically stated as refundable. Consult with your college business office for specifics.

	2013-14 In-State Tuition & Fees Per Term	2013-14 Contiguous Counties Per Term	2013-14 Out-Of-State Tuition & Fees Per Term
Tuition per credit hour	$144	$288	$504

Fees for Customized Course Offerings
Some courses, including courses created specifically upon request (credit or non-credit), may have additional charges. The additional charge, depending upon the requirements of developing and producing the customized course or program, will vary depending upon the length and content of the course or program offerings. All tuition and fees for customized courses are payable upon registration unless prior arrangements, including third party contracts, have been made with the offering college. Please contact your local college business office for specifics.

Fees for Services
Some fees for services may exist, including some individual program and/or special testing fees. General examples of these fees include, but are not limited to, the following: GED and ACT® testing, KET course fees, returned check fee and lost library book/video replacement fee. Fees will vary by service and are non-refundable. Contact your college business office for specifics.

Fees for Special Examination
KCTCS colleges offer students institutionally developed special examinations to demonstrate mastery of course content and receive credit toward program requirements. Special examinations are course specific and fees are separate from regular tuition charges. Special examination fees are payable in full at the time the examination is scheduled. Contact your local college business office for a listing of all fees.

Students who are enrolled in courses for which they elect to take a special examination in lieu of completing the course must officially withdraw from the course. The withdrawal date determines the status of the student's assessment, refund, and grade for the enrollment period. All special examination credit is awarded using the test credit process. In such instances, a grade will not be awarded on the current term grade report. Please contact your college's Student Success Center, Building A - Room 29 (or 270-901-1046), for application requirements.

Cancellation of Registration for Non-Payment of Fees
Students who have not paid their tuition and fees or arranged for a payment plan on or before the college's required payment date are subject to having their registration cancelled for non-payment. Consult your local college business office for college-specific required payment dates.

Go KCTCS! Student Service Center
Students can contact the Go KCTCS! Student Service Center to ask questions related to password resets, charges and payments, financial aid, Blackboard, and Learn on Demand. This service is available all day, every day. Students can call (855) 246-2482 to speak to our specialists or visit us online at help.southcentral.kctcs.edu.

Payment Options
Online payment may be made by credit card or personal check through PeopleSoft Student Self-Service by visiting the SKYCTC website at https://students.kctcs.edu. Click the "Online Payment of Tuition Instructions" link for more information.

A Tuition Payment Plan is available for a nonrefundable charge of $25 each semester. Students may pay tuition in two to four installments depending on how early the plan is approved. Payments are automatically withdrawn from the responsible party's checking account, savings account or credit card. To view payment plan dates and/or to set up a payment plan, visit the SKYCTC website at https://southcentral.kctcs.edu, click Costs and Financial Aid, Tuition and Fees.

Payment may be made in person at the Tuition Office in Building H, Room 124, by cash, check, money order or credit card. MasterCard, VISA, Discover and American Express are accepted. Credit card payment may also be made by telephone at 270-901-1120. Personal checks returned by a bank will result in tuition liability and a service charge of $50 on each check.

Total payment of the balance of tuition and charges must be made by the required date.

Refunds
In order to receive a tuition refund, a student must officially withdraw within the refund period specified within this policy. Refunds for sessions different from those listed below are prorated according to the session in proportion to the traditional 16-week session. A session is defined as an enrollment period within an academic term. An academic term (fall, spring, or summer) may have a number of sessions running concurrently – 16-, 8-, or 4-week.

Timeframe for Tuition Refunds

Session*	100 Percent	50 Percent	No Refund
16 – Week	Within 7th Day	8th – 29th Days	After 29th Day
8 – Week	Within 4th Day	5th – 15th Days	After 15th Day
6 – Week	Within 3rd Day	4th – 11th Days	After 11th Day
5 – Week	Within 2nd Day	3rd – 9th Days	After 9th Day
4 – Week	Within 1st Day	2nd – 7th Days	After 7th Day

*Calendar days of the session, including all Saturdays and Sundays, but excluding KCTCS recognized holidays.

Financial Delinquency
Any student who is delinquent in financial obligations to a college, or any division or organization of a college, shall not be allowed to register for future terms, receive transcripts, transfer credits to another institution, or graduate. Delinquent accounts are subject to KCTCS Business Procedure 7.4, Collection of Accounts Receivable, and will be referred to the Kentucky Department of Revenue.

Note: Referred accounts are subject to collection charges in addition to the amount owed the College and are the responsibility of the delinquent party. The delinquency, if referred to the Kentucky Department of Revenue, is also subject to being listed with credit reporting agencies. Specific questions may be directed to the SKYCTC Business Office.

Professional Liability Insurance
Students who enroll in any course requiring patient/client contact must show evidence they have professional liability insurance or may purchase insurance through the College. SKYCTC programs with courses requiring professional liability insurance include:

- Culinary Arts
- Diagnostic Medical Sonography
- Medication Aide
- Nurse Aide
- Nursing
- Polysomnography
- Radiography
- Respiratory Care
- Surgical Technology.

Professional liability insurance is assessed on a per semester basis and posted to your student account. This charge is non-refundable and is subject to change without notice. Contact the SKYCTC Business Office at 270-901-1120 for details of professional liability insurance plan.

FINANCIAL AID

SKYCTC is approved by the U.S. Department of Education and the State of Kentucky to offer a variety of student financial aid programs. Programs currently available are listed below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study
- Federal Direct Loan Program (DIRECT)
- Kentucky College Access Program (CAP) Grant

- Kentucky Educational Excellence Scholarship (KEES)
- Other Scholarships and Assistance.

Grants and scholarships represent "gift aid," assistance that does have to be repaid upon completion. The work-study program allows students to earn additional money to help pay for college by working part time on or off campus. Loans must be repaid with interest upon graduation and/or withdrawal.

Priority Dates
Financial Aid Priority Filing Dates for Southcentral Kentucky Community and Technical College are listed below:

- Submit FAFSA **before July 15** for Fall Semester
- Submit FAFSA **before December 1** for Spring Semester
- Submit FAFSA **before April 1** for the Summer Term.

General Eligibility
To receive aid from the federal student aid programs, a student must:

- Complete a Free Application for Federal Student Aid (FAFSA) which demonstrates financial need and lists SKYCTC (**School Code 005271**) as a school choice. Students apply online at http://www.fafsa.gov/.
- Be enrolled as a regular student working toward a degree, diploma or certificate in an eligible program.
- Have a high school diploma or General Education Development (GED) Certificate.
- Be a U.S. citizen or eligible non-citizen with a valid Social Security Number.
- Register with the Selective Service, if required.
- Maintain satisfactory academic progress (See section on Satisfactory Academic Progress).
- Not owe a repayment on a grant previously received or be in default on a previous student loan.
- Provide all academic transcripts from previously attended colleges and universities to the Registrar to be evaluated for transfer credit before any Federal Title IV aid can be awarded and/or credited to your account.
- Meet all other conditions indicated on the FAFSA or published by KCTCS or SKYCTC financial aid policy.

Enrollment status for financial aid purposes, including Satisfactory Academic Progress, is established at the end of the drop/add period for each term or upon file completion, whichever is later. The determination for a standard 16-Week term is made at the close of the 7th calendar day beginning with the first day of class, including weekends but not holidays. Students should register for all sessions at the beginning of the term for their classes to be considered for student aid payment. Classes added after drop/add are not eligible for financial aid consideration. Financial Aid disbursement will occur only once per semester.

Federal Pell Grant
A Federal Pell Grant, unlike a loan, does not have to be repaid as long as the student completes the semester for which he/she received a Pell Grant. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of student aid to which other aid may be added.

Pell Grant (along with most other financial aid) eligibility is based on enrollment status at the end of the drop/add period during each term. Twelve or more credits equal full-time, 9-11 credits equal three-quarter time, 6-8 credits equal half-time, and fewer than 6 credits equal less than half time.

Federal Supplemental Educational Opportunity Grant (FSEOG)
A Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to Pell Grant eligible students who demonstrate extraordinary financial need on a FAFSA processed and received by the college while funds are available. Additional FSEOG may be available for summer enrollment based on availability of funds, enrollment status and financial need.

Federal Work-Study (FWS)
The Federal Work-Study Program provides jobs for students with financial need allowing them to earn additional money to help pay educational expenses. The program encourages community service work and work related to your course of study.

Federal Student Loan (DIRECT)
A Student Loan must be repaid with interest upon graduation and/or withdrawal. SKYCTC participates in the Federal Direct Loan Program (Direct). Loans are offered to all students who complete a FAFSA. Students then have the option to accept, reduce or decline the offer. It is the goal of the College to minimize borrowing and educate students regarding their rights and responsibilities so as to assure students will be capable of repaying these loans.

Kentucky College Access Program (CAP) Grant
The College Access Program (CAP) provides grants to Kentucky's financially needy students to attend Kentucky colleges. CAP Grants are awarded to Kentucky residents enrolled for at least six credits and seeking an eligible educational credential. The amount varies each year and is determined by Kentucky Higher Education Assistance Authority (KHEAA). FAFSA results are automatically sent to KHEAA for CAP Grant consideration. Students do not need to apply separately for a CAP Grant. More information may be found at www.kheaa.com.

Kentucky Educational Excellence Scholarship (KEES)
The Kentucky Educational Excellence Scholarship (KEES) is designed to encourage and reward high school students for good performance during their high school career. Students earn a KEES Scholarship based on their GPA for each year of high school plus bonus dollars awarded for ACT scores. Students must be seeking an eligible educational credential and must be enrolled in at least six credits to receive KEES. No application is necessary to receive KEES funds earned during high school. More information may be found at www.kheaa.com.

Scholarships and other Assistance
Both need-based and merit-based scholarships are available to students at SKYCTC. The scholarships offered, applications, deadlines and instructions are on the SKYCTC website at http://www.bowlinggreen.kctcs.edu/Costs_and_Financial_Aid.aspx.

Third Party Assistance Programs
There are a number of outside agencies who offer educational assistance and other services to students. Listed below are these agencies, and a brief description of the programs they offer. Contact the SKYCTC Financial Aid Office for more information.

Veteran's Affairs (VA)
SKYCTC is approved for training of veterans and/or dependents (spouse/children) of veterans through a number of educational programs administered by U.S. Department of Veteran Affairs. Questions regarding eligibility should be directed to the VA by calling 1-800-442-4551, or by going online to www.gibill.va.gov for Active Duty, Prior Active Duty & members of the National Guard or Reserves. Dependents of Veterans can call the same number or go online to www.vba.va.gov/survivors/VAbenefits.htm.

Kentucky National Guard Tuition Assistance Program
This program provides awards equivalent to in-state tuition at eligible institutions to active enlisted members of the Kentucky National Guard. For information, contact your local National Guard unit.

Satisfactory Academic Progress (SAP) for Financial Aid
The SKYCTC satisfactory academic progress policy is applied consistently to all aid recipients, and students are responsible for understanding and adhering to this policy. Federal regulations require students receiving financial assistance under Title IV programs to maintain satisfactory academic progress in their course of study regardless of whether aid is received each term. Satisfactory Academic Progress is evaluated periodically during enrollment in a student's program and is measured on the following three standards:

- **Qualitative Standard:** Cumulative Grade Point Average (GPA)
- **Quantitative Percentage Standard:** Cumulative Earned Hours/Attempted Hours
- **Quantitative Maximum Standard:** Maximum Time Frame for completion

Both Qualitative and Quantitative Standards are necessary to accurately measure a student's academic progress. A student who is maintaining a high GPA by withdrawing from courses he/she attempts may meet a qualitative standard (GPA) but would not be progressing toward graduation. Therefore, the satisfactory academic progress policy must include both qualitative and quantitative measures to determine the overall success and progress of students.

Federal Regulations specify minimum standards for these measures, and the measures for Satisfactory Academic Progress for Financial Aid may be different than the standards for KCTCS academic progress.

Qualitative Standard (2.0 GPA Rule)
Students are required to maintain a minimum cumulative GPA of 2.0 as the Qualitative Standard measurement of academic program success.

Quantitative Percentage Standard (67% Rule)
Students must successfully complete two-thirds, or 67%, of the cumulative credit hours attempted in order to stay on track to graduate within the maximum time frame. For example, a student who enrolls in 15 credits must complete at least 10 credits (15 x 67%) to maintain satisfactory progress.

Quantitative Maximum Standard (150% Rule)
Students are expected to complete their degree/certificate program within a Maximum Time Frame equal to 150 % of the number of credit hours required to graduate. For example, students pursuing an associate degree may not receive financial aid after attempting 90 credits (60 x 150%), including transfer credit.

Pending/Undecided Students Limited to 30 Credits
Students enrolled in a "pending" or undecided program/plan may receive financial aid for a maximum of 30 cumulative credits. To remain eligible for financial aid after attempting 30 credits, the student must be accepted into an eligible program of study.

Grades
Grades of A, B, C, D, P and S will be counted as credit hours earned, but grades of E, F, W, MP, NP, U, or I will not be counted as credit hours earned but will count toward the number of hours attempted. Classes enrolled for credit on the last day to add a class but later changed to "audit" will also count as classes attempted. All attempted credits, including bankrupted hours, Incompletes, Withdrawals, Failed and Audit (changed from credit to audit after the last day to add a class), count toward maximum time frame attempted hours permitted.

Failure to Meet the Financial Aid Standards of Academic Progress
Academic Progress for all students is evaluated periodically during enrollment. Upon the determination that either the 2.0 GPA Rule or 67% Rule is not met, students are placed on *Financial Aid Warning* but remain eligible for financial aid for the next term of enrollment. *Warning* indicates improvement must occur or future financial aid may be jeopardized. A counseling notification may be sent to indicate *Warning* status.

Students who are placed on *Warning* will be reevaluated at the end of the *Warning* term. Students who fail to improve academic progress may be placed on *Financial Aid Suspension* and denied further financial aid until satisfactory academic progress resumes or upon successful appeal. Students who face *Suspension* are notified as soon as possible and given an opportunity to appeal (see Appeal Process below).

Upon the first determination that the Maximum Time Frame (150% Rule) has been exceeded, students are placed on *Financial Aid Suspension*. There is no *Warning* period for Maximum Time Frame; however, the financial aid office attempts to notify students who are approaching the Maximum Time Frame. Students who face *Suspension* due to Maximum Time Frame will be notified as soon as possible and options for appeal will be communicated to them.

Reinstatement of Aid
Satisfactory Academic Progress resumes whenever the student has met all three academic progress criteria - achieves a cumulative 2.0 grade point average and successful completion of 67% of cumulative credits while still within the Maximum Time Frame (150%). *Suspension* status is released when satisfactory progress resumes or upon successful appeal. See Appeal Process below.

Appeal Process
Students who are placed on *Financial Aid Suspension* but have unusual circumstances (illness, death in the family, accidents, etc.) that were a factor in preventing satisfactory academic progress have the right to appeal. However, during the appeal process, the student must be prepared to pay expenses, such as tuition, fees, books, supplies, etc., that would have previously been covered by financial aid.

Along with the *Suspension* notification, students receive instructions for submitting an appeal. The appeal, submitted on time and including documentation that supports or verifies the unusual circumstances, will be reviewed by the SKYCTC Financial Aid Appeals Committee as soon as possible.

If an appeal is accepted, the student will be *conditionally* placed on *Financial Aid Probation* for one more term and will remain eligible for aid as long as the conditions of the appeal are met or until satisfactory academic progress resumes. If an appeal is rejected, or if the student fails to meet the conditions of the reinstatement, no financial aid will be available until the student achieves satisfactory academic progress without the benefit of financial aid. A student who fails to meet the conditions of the reinstatement has no further right to appeal. Decisions of the committee are final.

Repeat Class Policy
KCTCS colleges will count toward payable enrollment a class to be repeated once if you received a D, failing grade, or W. KCTCS colleges will count toward payable enrollment a class taken twice if you receive a C, only in a class prerequisite for a selective program that requires a grade better than a C, or a class required for graduation or the completion of the transfer core program **and** the class is taken the last semester before graduation or the completion of the core transfer requirements. KCTCS colleges will not count toward payable enrollment repeated classes if an A, B, or C (exception specified above) is received. SKYCTC uses the highest grade earned to calculate grade point averages; however, all attempted credits will count toward Maximum Time Frame.

Additional Information

- Student Aid will not be provided for courses taken by audit, credit hours earned by placement tests, or non-credit coursework.
- All transfer credit will count in the attempted hours toward maximum time frame.
- Grades in Legacy software systems (before PeopleSoft) will be used as recorded.
- Developmental (remedial) coursework may receive funding up to a maximum of 30 credit hours according to federal regulations.
- If a student withdraws from their courses and receives all W's, he/she may be required to repay all or part of the student aid received for that term. If the student stops attending classes and receives all failing grades, he/she may be required to repay part of the student aid received for that term. See more specific information in the section "Return of Title IV Policy."
- If a student is admitted "conditionally," he/she may receive student aid for one semester only. No additional aid may be awarded until the student completes their admission file.

Return of Title IV Policy

Students who receive Title IV grant or loan assistance but withdraw from college or fail to earn any passing grades for a semester may be required to immediately repay a portion of the financial aid received. Students are entitled to keep only the amount of the Title IV grant or loan assistance (not including Federal Work Study) earned as of the withdrawal date or last date of attendance/participation. Unearned Title IV funds **must be returned** to the Title IV Programs by the College. Students are notified of any return due within a few weeks of withdrawal or the end of the term. See the KCTCS Catalog for complete details about the return of funds policy at www.kctcs.edu. **NOTE: Students are not allowed to reenroll at SKYCTC until any required repayment has been made and may become ineligible for financial aid to attend other institutions.**

Dual Enrollment/Consortium Agreements

Students may not receive aid at two schools during the same enrollment period. However, students may take classes required for their program at a different college and request the enrollment to count toward their financial aid. Students registered for a required class at another school must contact the financial aid office for a "Consortium Agreement."

STUDENT AFFAIRS

ADA (Students with Disabilities)

Southcentral Kentucky Community and Technical College would like to help students with disabilities achieve their highest potential in college. If you need an accommodation because of a documented disability, you are required to register with Disability Services each semester. Contact Pam Bulle, Disability Services Coordinator, at 270-901-1202. If you require assistance during an emergency evacuation, notify Disability Services immediately.

Go KCTCS! Student Service Center

Students can contact the Go KCTCS! Student Service Center to ask questions related to password resets, charges and payments, financial aid, Blackboard, and Learn on Demand. This service is available all day, every day. Students can call (855) 246-2482 to speak to our specialists or visit us online at help.southcentral.kctcs.edu.

Ready to Work

Ready-to-Work (RTW) is an initiative developed through a partnership between the Kentucky Community and Technical College System (KCTCS) and the Kentucky Cabinet for Health and Family Services (KCHFS) and is designed to promote the success of Kentucky Transitional Assistance Program (KTAP/TANF) parents who are interested in attending community and technical colleges. For more information about Southcentral Kentucky Community and Technical College Ready to Work Program, please call 270-901-1086.

FERPA
The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. Colleges in the Kentucky Community and Technical College System comply with FERPA's confidentiality protections and adhere to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers. In its discretion, a college, or KCTCS, as appropriate, may provide Directory Information in accordance with the provisions of the Act [Family Educational Rights and Privacy Act of 1974] to include:

- student name
- address
- telephone number
- date and place of birth
- major field of study
- dates of attendance
- degrees and awards received
- the most recent previous educational agency or institution attended by the student
- participation in officially recognized activities and sports.

Privacy and Release of Student Records
Students may withhold Directory Information by notifying the SKYCTC Registrar's Office in writing within ten (10) calendar days from the first scheduled day of class of the fall term. All written requests for non-disclosure will be honored by the College for one (1) academic year. Requests to withhold Directory Information must be filed annually thereafter. A request for "non-disclosure" is commonly called a "privacy request."

Student Records Maintenance
This is to serve notice to all students of KCTCS of the rights and restrictions regarding the maintenance, inspection, and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA). SKYCTC offers a wide variety of services to students. The following is a list of the types of records maintained:

- Academic records from schools previously attended
- Scores or results on various standardized tests and interest/attitude inventories
- Degrees awarded
- Current academic work completed
- Grades and other faculty evaluations
- Applications for admissions
- Applications and other data related to financial aid
- Applications for employment
- Class rosters
- Letters of recommendation
- Academic advisor notes
- Attendance data
- Biographical and identifying information (including name, social security number, sex, marital status, date of birth, residency and citizenship status, ethnic background, academic major, and military status)
- Medical data
- Current student status
- Accounts relating to charges
- Academic offenses
- Disciplinary offenses.

In general, the records maintained by the college are available only to the student, to college personnel with legitimate educational interests, to other institutions where the student is seeking financial aid, and to authorized representatives of the Comptroller General of the U.S., the Secretary of the U. S. Department of Education, or an administrative head of an education agency, in connection with an audit or evaluation of federally supported programs, and as provided by Section 164.283 of the Kentucky Revised Statutes. However, information may be released by the institution to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may be disclosed without consent to officials of another school in which a student seeks or intends to enroll.

Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student. Students may inspect and review all records pertaining to them within forty-five (45) days of making requests for the same, except for 1) records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with the treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student), 2) financial records of the parents, 3) confidential letters and recommendations put in the files prior to January 1, 1975, and 4) confidential recommendations relating to admission, application for employment, or honors, if the student waived his or her right to review such records. Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.

Appeal

A student who believes that any record maintained by the college, the college district, or the KCTCS pertaining directly to that student is inaccurate, misleading, or otherwise violates the right of privacy of the student as provided by Title IV of Pub.L.90-247, as amended, and Pub.L.93-380, as amended by Senate Joint Resolution 40 (1974), may request a hearing before a panel of three persons appointed by the President of the Kentucky Community and Technical College System. The panel may direct that appropriate action be taken to correct, explain, or expunge the record(s) challenged.

Requests for hearings should be sent to the Records Custodian, Kentucky Community and Technical College System, and will be addressed in a timely manner.

Student Organizations

Business and industry demand that SKYCTC graduates are able to function in global and team environments. Most programs include a specific organized professional development component that is interfaced with student organizations. SKYCTC colleges have numerous professional as well as career and technical student organizations. Contact the SKYCTC Student Affairs Office for details and a complete list of student organizations. Following are some of the nationally recognized honor organizations and student councils available to KCTCS students.

Health Occupations Students of America (HOSA)

HOSA (Health Occupation Students of America) is a national student organization with a two-fold mission to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students. HOSA is 100% health care! The rapidly changing health care system needs dedicated workers who, in addition to their technical skills, are people-oriented and capable of playing a leadership or followership role as a member of a health care team. The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science technology education students; therefore, helping students to meet the needs of the health care community. HOSA's mission is especially critical when considering the acute shortage of qualified workers for the health care industry.

Phi Theta Kappa Honor Society: Beta Upsilon Alpha Chapter
Eligible students will receive an invitation from the college regarding membership. Students must meet at least the minimum qualifications for consideration:

- Complete 12 credit hours of associate degree coursework with a 3.5 GPA or higher

The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership, community service, fellowship for scholars, and continuing academic excellence. Membership includes an array of benefits designed to encourage student growth as scholars and leaders.

Society of Manufacturing Engineers (SME)
The Society of Manufacturing Engineers (SME) is dedicated to bringing people and information together to advance manufacturing knowledge. The organization is internationally recognized by manufacturing practitioners, companies and other organizations as their source for information, education, and networking.

The student chapter of SME exists to provide information and opportunities for students interested in pursuing a career in manufacturing. SME members have exclusive access to a deep range of technical knowledge suited to their individual interests as well as information on emerging technologies and advances across the manufacturing enterprise. Members are also given the opportunity to network, meet potential employers, and gain leadership skills. All of this comes together to help members gain the competitive edge they need to build a lucrative, satisfying and influential career in any manufacturing industry. Our student led SME chapter provides its members with a variety of activities each year, including fund raisers, industry conferences, and manufacturing plant tours. The SME student chapter is led by a board of officers elected from their local student chapter membership.

ENACTUS (EN*ACT*US)
Seeing possibilities.
Taking action.
Enabling progress.
We are a community of student, academic and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better, more sustainable world. Human progress depends on our ability to tap into the entrepreneurial spirit that lives within each of us and channel the unique talents, passions and ideas we each possess toward creating good in the world.

Student Government Association
The purpose of the Student Government Association is to provide a channel of communication whereby students can express themselves and make their views known to fellow students, faculty, and administration. The SGA assists in sponsoring and regulating student activities and encourages the active participation of students in these activities. It is concerned with student involvement in all aspects of college life along with an appreciation of the privileges and responsibilities of being a college student. Members of the SGA are elected representatives of the student body.

Inter-KCTCS College Student Advisory Council
The Student Advisory Council consists of a representative from each college. Members of this organization serve in an advisory capacity to the Office of the Chancellor. The Advisory Council also provides the opportunity for the student body representatives to exchange ideas on topics of mutual concern.

ACADEMIC AFFAIRS

Academic Advising
Academic advising is an essential element of the total educational experience and is available to every student. Advisors strive to assist students in obtaining accurate information about academic requirements, long- and short-term educational planning, and resources available to assist students in advancing their academic and professional goals. In order to receive academic advising, students should consult the SKYCTC Student Affairs Office for information. Although academic advisors provide assistance, students are responsible for knowing institutional policies, procedures, requirements, and seeking assistance when needed.

Distance Learning
Students may enroll in online classes offered by SKYCTC or other KCTCS colleges. Online courses delivered by SKYCTC require one proctored (in-person) exam. Information on distance learning, including proctored exams, can be found on the SKYCTC website. There are no additional student charges associated with having an exam proctored at a KCTCS Test Center*. A student should contact his/her advisor to see if he/she is ready to take a distance learning class or contact the SKYCTC Distance Learning Coordinator. Support for online students is available in the library or through the SKYCTC Help Desk (270-901-1026) and is provided through the GO KCTCS! Student Service Center 24/7/365 (855-246-2482).
*Students are responsible for any costs for having an exam proctored outside of a KCTCS Test Center.

Libraries
The SKYCTC Library actively supports student learning, faculty teaching and research by providing information resources and services. The library provides information in a variety of formats with circulating print and audiovisual collections increasingly augmented by access to electronic full-text books and articles as well as other digital content. Hundreds of titles in a variety of media and formats are added to the collection each year and dozens of periodical subscriptions are maintained. Users can access electronic databases and the Kentucky Virtual Library (KYVL) 24/7/365 from the library website at southcentral.libguides.com/resources.

The SKYCTC library is staffed with professionals who provide instruction and guidance to students in the effective use of traditional and electronic information resources. They are committed to helping students achieve competency in information literacy. Support is available in the library or through the SKYCTC Help Desk (270-901-1026). Librarians maintain Subject Resource Guides for easy access to library materials at southcentral.libguides.com/.

The KCTCS Library Catalog provides information for approximately 480,000 titles owned or licensed by the KCTCS libraries. Contact the SKYCTC Help Desk for information about circulation and interlibrary loan services. SKYCTC students can borrow materials from Western Kentucky University (WKU) Libraries free of charge. Contact SKYCTC Help Desk for courier information.

Information Technology
SKYCTC provides computer laboratories for student utilization in accessing the Internet and software applications required for completion of class projects and research assignments. When space is available, students may also use the laboratories to access their KCTCS student e-mail accounts.

The Learning Center
The Learning Center helps students improve their basic learning skills. Students experiencing difficulties in meeting entry-level requirements for areas such as reading, writing, and mathematics; students who want to improve their current academic performance; and students who want to review previously learned

skills are among those who have found the services provided by The Learning Center to be helpful. The Learning Center may use a variety of techniques and materials to assist students such as: tutoring services, group work, and individualized instruction. Tests may be given to determine when students have reached a particular level of achievement. Materials include videos, individualized learning packets, programmed texts, sound pages, and computer-driven learning modules.

Student Load – Full-time Status
Full-time student academic status for the fall and spring term is 12 credit hours. Full-time student academic status for the summer term is 6 credit hours.

Student Load – Maximum Student Load
The maximum load to be carried during any semester by a student (including residence, correspondence, and extension courses) is 19 credit hours or the number of hours specified in the curriculum for the particular semester, whichever is larger. A student who has attained a grade-point average of 3.0 on a load of at least 15 credit hours for the preceding semester may be permitted by the college president (or designee) to carry a maximum of three additional credit hours, provided the total is not in excess of 22 credit hours for the semester.

Normally, the maximum course load (including residence, correspondence, and extension courses) shall be four credit hours for the four-week intersession, six hours for the five-week session, seven credit hours in a six-week session, and ten credit hours in the eight-week summer session. A student who has attained a grade point average of 3.0 may be granted permission by the college president (or designee) to carry a maximum of five hours in a four-week session, seven hours in the five-week session, eight hours in a six-week session, twelve hours in an eight-week session, and fifteen hours in the twelve-week session.

A student on academic probation shall not take more than 15 credit hours in a semester, three credit hours in a four-week intersession, four hours in the five-week session, six credit hours in a six-week summer session, seven credit hours in an eight-week summer session and nine hours in the twelve-week session.

A student may be registered simultaneously at SKYCTC and at another institution only with the approval of the College President (or designee), the credit hours obtained at the other institution being considered a part of the student's maximum load. If the simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied.

Grading System
The grading system uses a series of letters, to which are assigned grade point values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

> **A**: represents exceptionally high achievement. It is valued at four grade points for each credit hour in non-remedial and non-developmental courses.
>
> **B**: represents high achievement. It is valued at three grade points for each credit hour in non-remedial and non-developmental courses.
>
> **C**: represents satisfactory achievement. It is valued at two grade points for each credit hour in non-remedial and non-developmental courses.
>
> **D**: represents the minimum achievement for credit. It is valued at one grade point for each credit hour in non-remedial and non-developmental courses.
>
> **E**: represents unsatisfactory achievement and indicates failure in the course. It is valued at zero credit hours and zero grade points in non-remedial and non-developmental courses. Credit may be obtained by repeating the entire course.

F: represents unsatisfactory achievement in a course taken on a Pass-Fail basis. It has no value in computing the grade point average. Credit may only be obtained by repeating the entire course. This grade may be used for developmental courses.

AU (Audit): has no value in computing grade-point average. A student who has been admitted to the college may elect to enroll in a course(s) as an auditor, except in selective admissions programs. Auditing courses in a selective admissions program requires admission to the program and availability of space in the courses. With few exceptions, any change from audit to credit by a student fully admitted to a college must be accomplished by the last date to enter a class and any change from credit to audit must be made by mid-term of the semester or session in which the student is enrolled. An audited class may be taken for credit at a later date. Anyone who desires to audit a class must be admitted to the college and officially registered for the course.

I: means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to E. Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the I grade is reported, shall include: (1) the name and number of the student, (2) the course number and hours of credit, (3) semester or session and year of enrollment, (4) signature of the instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division chairperson (or designee) shall forward to the college president (or designee) the appropriate letter grade to replace the incomplete grade.

W: represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in cases involving a violation of student academic rights or for academic offenses.

P: represents a satisfactory grade in a course taken on a Pass-Fail basis. The student who receives a P in a course shall be eligible to continue into the next sequential course(s). The grade of P may be assigned by the College Appeals Board in cases involving a violation of student academic rights. It has no value in computing the grade point average. This grade may be used for developmental courses.

MP: represents Making Progress and may be assigned only for developmental courses and means that the student has made significant progress but needs and deserves more time to achieve a passing grade. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Grades may be earned following re-enrollment for developmental courses. The grade of MP has no value in computing grade point average.

Pass/Fail: may be selected for a maximum of two elective courses, subject to certain restrictions, by students with at least 30 credit hours and not on academic probation. Courses with these grades can count toward graduation but are not used in calculating grade-point standing. Courses taken on a pass-fail basis shall be limited to those considered as elective in the student's program, and such other courses or types of courses as might be specifically approved. Prerequisites for

such courses may be ignored at the student's own hazard. The student is expected to participate fully in the course and take all examinations as though the student were enrolled on a regular basis. Students may not change from a pass-fail basis nor from a regular basis to a pass-fail basis after the last date for entering an organized class. Courses offered only on a pass-fail basis, remedial or developmental, or taken by special examination, shall not be included in the maximum number of elective courses which a student may take under these provisions.

Developmental Coursework
A grade of "A," "B," or "C" is required in all developmental and/or remedial courses in order to advance to successive courses.

Changing Grades
A grade once reported shall not be changed except when the instructor states in writing that an error has been made. The grade change must be submitted by the end of the following semester or session or, in exceptional cases, at the discretion of the president (or designee). However, the College Appeals Board may change a grade to P or W in the case of a violation of student academic rights or to a W in the case of an academic offense.

Grade-Point Average (GPA)
The GPA on the transcript is derived from all courses taken at KCTCS institutions. The grade-point average is the ratio of the total grade points earned to the total credit hours attempted excluding courses taken on a pass/fail basis and courses with grades of W or I. Total grade points are derived by multiplying the number of credit hours for the course by the number of grade points assigned to the grade earned: A = 4, B = 3, C = 2, D =1, E = 0.

Academic Probation, Academic Suspension, and Reinstatement
Academic Probation: A student earning a cumulative grade point average below a 2.0 at the end of a term shall be placed on academic probation. A student shall be removed from academic probation by earning at least a 2.0 cumulative grade point average.

Academic Suspension (Dismissal): If a student is placed on academic probation for two consecutive terms (which is noted on the transcript as "subject to dismissal" the second time) and does not earn either a cumulative GPA or a term GPA of at least a 2.0 in the third term, the student shall be academically suspended. Non-enrollment has no effect on probation status. The president (or designee) may grant an exception based upon an individual's case. A student on academic suspension may not enroll in courses which count toward a degree.

Reinstatement: A student who has been academically suspended may be reinstated by the president (or designee) after remaining out of the college for at least one 16-week semester and providing evidence of ability to perform at the level required. A student who has been academically suspended shall, upon reinstatement, be placed on academic probation and be subject to academic suspension if the student has failed to earn a current term GPA of 2.0 during the first term of reinstatement. Upon a second suspension, a student may be reinstated by the president (or designee) after remaining out of the college for at least two 16-week semesters and providing evidence of ability to perform at the level required.

Repeating a Course
A student may repeat a course for the purpose of improving a grade. The course must be repeated with the same grade option as the original enrollment in the course. The highest grade earned in a completed course shall constitute the official grade for the course and will be the only grade included within the cumulative GPA. Credit shall count only once for a credential. If a student has been dropped from an occupational or technical program, course enrollment may be dependent upon readmission to the program. After a student has completed the same course twice, a division chair (or designee) in consultation with the instructor may refuse to approve a third registration in the same course, including

those offered by correspondence, extension, and distance learning technology. Subject to the approval of the division chair (or designee), a student may receive approval for a substitution of comparable courses.

Final Exams
Any student with more than two exams scheduled on one day as described in the college's final exam schedule shall be entitled to have one of those exams rescheduled. The student must submit a petition for rescheduling in writing to the instructor no later than one week prior to the last class meeting.

GRADUATION

SKYCTC Graduation
Southcentral Kentucky Community and Technical College holds one commencement ceremony each year, after the end of the spring semester. Graduation deadlines and application procedures will be emailed to each student's KCTCS email account at the beginning of the spring semester. Graduating students should contact their academic advisor to complete a credential application and degree checklist, and return the signed documents to the SKYCTC Registrar's Office prior to published deadlines. It is the student's responsibility to complete this process prior to the deadline. Caps, gowns, and graduation announcements can be ordered through the SKYCTC Bookstore.

Graduation Requirements
For the Associate in Arts, Associate in Science, and Associate in Applied Science degree, regardless of the time the student has attended the College, at least 25 percent of the approved curriculum credits must be completed at the college granting the degree. For a certificate or diploma, at least 25 percent of the approved curriculum credits must be completed at the college granting the credential. In the case of degree programs offered through joint, cooperative, or consortia arrangements, the student must earn at least 25 percent of the credits from the participating institutions. Students seeking Associate in Arts, Associate in Science, or Associate in Applied Science degrees or diplomas must have a minimum cumulative GPA of 2.0 in order to be eligible for graduation. To be eligible for a certificate, a student must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate.

Graduation with Honors
Students who have completed at least 45 credit hours of work toward degree completion or 30 credit hours of work toward diploma completion shall be graduated "With High Distinction" if they attain a grade-point average of 3.60 or higher on all work attempted. Students who have completed at least 45 credit hours of work toward degree completion or 30 credit hours of work toward diploma completion shall be graduated "With Distinction" if they attain a GPA of 3.40-3.59 on all work attempted.

President's Honor List Criteria for a Full-Time Student
An enrollee must complete at least 12 KCTCS semester credits for the academic term and declare a major in pursuit of a degree. Students who have withdrawn from a course during an academic term shall not be eligible for inclusion on the Full-Time Student President's Honor List. Full-time degree seeking students earning a 4.0 grade point average (GPA) and successfully completing at least 12 hours of coursework numbered 100 or above (excluding any courses considered developmental) for the academic term shall be included in the Full-Time Student President's Honor List.

Dean's List
The Dean's List recognizes the academic excellence of students who have earned an overall semester GPA of 3.5 or higher in courses numbered 100 or above. Honorary certificates of merit are generally awarded to students who have achieved this distinction.

Kentucky Community and Technical College Guarantee
KCTCS colleges offer employers of graduates the following guarantee: The KCTCS colleges guarantee employers that graduates have demonstrated competence in the skills listed on the approved task lists that represent industry validated specifications for each occupational program. Should a former student be

considered by the employer to be performing below a satisfactory level on any skill on the approved task list, the colleges agree to provide specific retraining at no charge to the employee or employer. This guarantee extends for two years from the date of graduation.

The guarantee applies to all college graduates of occupational/technical programs who are employed in their field of training. The program enhances economic development efforts by guaranteeing Kentucky's businesses and industries access to a skilled workforce.

SKYCTC FACULTY SENATE APPROVED ACADEMIC POLICY CHANGES

1. Diagnostic Medical Sonography Program: This program requires both BIO 137 Anatomy and Physiology I and BIO 139 Anatomy and Physiology II.

2. Developmental Course Work: A grade of "C" or better is required in all developmental courses in order to advance to the next course.

3. ENG 161 Introduction to Literature: ENG 101 or an equivalent course is a prerequisite to ENG 161 Introduction to Literature.

4. Foreign Language Course: A foreign language course will not fulfill the humanities/heritage elective requirement for an Associate in Applied Science Degree at SKYCTC.

5. HUM 135 Introduction to Native American Literature: Eligibility for ENG 101 Writing I or instructor's consent is required in order to enroll in HUM 135 Introduction to Native American Literature.

6. GEN 102 Foundations of Learning: All students requiring three (3) or more developmental courses must complete GEN 102 Foundations of Learning within their first two (2) semesters of enrollment.

7. Bi-Term Courses: Limit new students to six (6) hours per student in a 2nd bi-term course.

8. Admission: Students must be admitted two weeks prior to the beginning of a term to be eligible for registration. Those who apply after this time can be admitted for the next available term.

9. Advising Suspended: Advising will be suspended during the first week of each term for students who are not enrolled in classes for that term.

10. Drop/Add Period: Students will not be permitted to enroll in a course after the official drop/add period.

RIGHT TO KNOW

KCTCS colleges support the intent of the Student Right to Know/Campus Security Act and are committed to providing a safe and secure environment for all students and employees. Several approaches may be utilized for crime prevention, such as:

- Burglar alarms

- Campus security officers
- Key control system
- Light sensors
- Local police patrol
- Motion detection system
- Building checks
- Video monitor and closed circuit cameras
- Visitor control processes.

Additionally, crime prevention efforts include the dissemination of information at student orientations, faculty in-services, and student organization meetings. Conduct that violates the intent of this Act and poses an unacceptable risk to members of the community shall result in appropriate disciplinary action as defined by policy.

STUDENT RIGHTS AND RESPONSIBILITIES

Each college within KCTCS has a varied and distinguished tradition of higher education. Each college's students, faculty, and staff form an academic community that, while sharing certain characteristics with other types of associations, organizations, and societies, is rightly considered unique as a community, and should be governed, respected, and supported as a college community. The System has an obligation to maintain an atmosphere of academic freedom, to set and maintain standards of scholarship and conduct for students at each college, and to provide awareness for responsible student citizenship in the academic community. The Student Rights and Responsibilities may be found in the KCTCS Code of Student Conduct at
http://www.kctcs.edu/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx.

Intellectual Property Policy
3.3.5 Intellectual Property
It is the policy of KCTCS to recognize and encourage the individual effort on the part of its faculty, staff, other employees, and students that leads to the creation of intellectual property. As such, it is the intent of KCTCS to protect the rights of the individual and of KCTCS to provide for reasonable and appropriate sharing of any proceeds in the event that these creations have commercial value.

3.3.5.1 Applicability
This policy applies to all persons employed by KCTCS either as full-time, part-time, or temporary employees, including those on sabbatical leave and on leave with pay; it also applies to students enrolled at one or more KCTCS colleges and to other persons using KCTCS facilities and resources. Contracts between KCTCS and independent contractors should define the respective rights and responsibilities of the parties with respect to ownership of any intellectual property developed as a result of the contract.

3.3.5.2 Ownership of Intellectual Property
Ownership rights to an intellectual property creation are determined by the following provisions unless an agreement provides otherwise.

• ***Institutional Works.*** Intellectual property rights in institutional works belong to KCTCS, unless an agreement provides otherwise. Institutional works are made in the course and scope of employment by faculty, staff, other employees, or any person with the use of KCTCS resources, unless the resources were available to the public without charge or the creator had paid the requisite fee to utilize the resources. Program curriculum is institutional work.

• ***Scholarly Works.*** Intellectual property rights in scholarly works belong to the KCTCS faculty, staff, or other employee who created the work, unless an agreement provides otherwise. Scholarly works are creations that reflect academic effort, creativity, and/or research; they include course syllabi, instructional materials such as textbooks and course materials, journal articles, research bulletins, lectures,

monographs, plays, poems, literary works, works of art, computer software/programs, sound recordings, musical compositions, and similar creations.

• ***Online Works.*** Intellectual property rights in online works are equally shared between KCTCS and the KCTCS faculty, staff, or other employee who created the work, unless an agreement provides otherwise. Online works are materials developed for and used within the delivery of online courses.

• ***Personal Works.*** Intellectual property rights in personal works belong to the creator of the work, unless an agreement provides otherwise. A personal work is created by faculty, staff, or other employee outside his or her scope of employment and without the use of KCTCS resources other than resources that are available to the public or resources for which the creator has paid the requisite fee to utilize.

• ***Student Works.*** Intellectual property rights in student works belong to the student who created the work, unless an agreement provides otherwise. A work created by a student employee during the course and scope of employment is an institutional work, and intellectual property rights to such creation belong to KCTCS, unless an agreement provides otherwise.

3.3.5.3 Administrative Procedures
The overall responsibility for application of this policy is vested in the KCTCS President and is administered by the Intellectual Property Standing Committee, which oversees implementation of its procedures; this committee consists of KCTCS legal counsel and representation from KCTCS faculty, staff, and students. Any member of this committee ceases to be eligible for membership and ceases to serve this committee upon termination of his or her respective relationship with KCTCS. While members of this committee may consult with others as needed, the KCTCS General Counsel or designee acts as legal counsel to this committee.

3.3.5.4 Process of Disclosure
Whenever a KCTCS faculty, staff, other employee, or student operating under the scope of this policy creates intellectual property that could reasonably be expected to have commercial value, that person notifies the Intellectual Property Standing Committee, through the KCTCS General Counsel using the "Intellectual Property Commercialization Disclosure Form," for the purposes of this committee evaluating the intellectual property ownership and commercial potential of the creation. The committee interviews the creator and other persons as needed to make this evaluation and provides the KCTCS President with its recommendation. For those creations with commercial potential in which KCTCS is determined to have an ownership interest, the KCTCS General Counsel works with all parties with an ownership interest to complete an agreement to provide for reasonable and appropriate sharing of any proceeds derived from commercialization of the creation.

3.3.5.5 Copyright
The Kentucky Community and Technical College System (KCTCS) requires that all college personnel and students adhere to the provisions of the United States Copyright Law (Title 17, United States Code). This law applies to anyone at KCTCS who wants to reproduce, alter, or perform works that are protected by copyright. Examples of these works include printed materials, sound recordings, video recordings, visual art, computer software, and multimedia.

The Chancellor or a designee(s) shall develop and distribute to students and employees guidelines that:

• clearly discourage violation of the copyright law, and

• inform students/employees of their rights and responsibilities under the copyright law.

Drug-Free Policy
KCTCS colleges are committed to providing a safe environment for students, faculty, and staff. The KCTCS colleges have adopted the following drug-free policy:

Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1000 yards of campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health, safety and welfare of members of the KCTCS college community shall result in disciplinary action up to and including suspension or termination. The KCTCS Colleges are in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act amendment of 1989.

Sexual Harassment
KCTCS colleges are committed to providing a learning environment free from sexual harassment. All KCTCS employees and students shall avoid offensive or inappropriate behaviors. Sexual harassment - a form of sexual discrimination - includes unwelcome sexual advances, requests for sexual favors or other verbal or physical actions of a sexual nature when submission to such conduct is made explicitly or implicitly as a term or condition of the student's status in a course, program or activity; or is used as a basis for academic or other decisions affecting such student; or when such conduct has the purpose or effect of substantially interfering with the student's academic performance or creates an intimidating, hostile or offensive academic environment.

STUDENT DISCRIMINATION GRIEVANCE PROCEDURES

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who feels he/she may have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation) has the right to pursue an informal and/or formal discrimination grievance.

The informal student discrimination grievance procedure is described below. The chief student affairs officer or his/her designee shall be responsible for investigating student discrimination grievances. If appropriate, this shall be conducted in collaboration with the college human resources director. Each college shall provide a letter, statement, or poster containing information regarding the KCTCS Student Discrimination Grievance Procedure with the name, address, and phone number of the local chief student affairs officer. Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the chief student affairs officer or his/her designee.

1. If a student thinks that he/she has been discriminated against, the student shall inform the chief student affairs officer or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The chief student affairs officer or his/her designee shall conduct a preliminary investigation of the discrimination grievance.

2. The student, chief student affairs officer or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.

3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the *KCTCS Student Code of Conduct*.

COMPLIANCE WITH REGULATIONS

The Kentucky Community and Technical College System is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status and will not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability. Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by the Director of Employment, Affirmative Action and Equal Opportunity, Kentucky Community and Technical College System, 300 North Main Street, Versailles, KY 40383, (859) 256-3264.

Efforts to comply with the laws and regulations applicable to people with disabilities are coordinated by the Coordinator of Disability Services, Kentucky Community and Technical College System, 300 North Main Street, Versailles, KY 40383, (859) 256-3326, as required by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Questions concerning compliance with regulations may be directed to the Director of Employment, Affirmative Action and Equal Opportunity, System Director of Human Resources or to the Director of the Office of Civil Rights, U.S. Department of Education, Philadelphia, PA.

The Kentucky Community and Technical College System is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the KCTCS Student Affairs Division or the Human Resource Director's Office at each college.