

FINANCIAL AID

Various financial aid programs are available to assist students in meeting some of the expenses of a college education. These financial aid programs are in four categories: grants, scholarships, loans, and work-study.

GRANTS -- A grant is a gift that does not normally have to be repaid. Lexington Community College participates in the Pell Grant Program, the Supplemental Educational Opportunity Grant (SEOG) Program, and the Kentucky Higher Education Assistance Authority (KHEAA) College Access Program (CAP) Grant.

The Pell Grant and CAP Grant are based upon enrollment status and adjusted appropriately. The SEOG is based upon full-time enrollment. These grants are available to students who demonstrate need and complete the application process described below.

SCHOLARSHIPS -- The Kentucky Educational Excellence Scholarship (KEES) will be awarded to graduates of Kentucky high schools (KBE certified) beginning with the 1999 graduating class. Award amounts are based upon high school GPA and ACT scores. LCC also has a variety of academic scholarship programs. Priority deadline for submitting a complete scholarship application is May 15 for the following academic year. Information is available in the LCC Financial Aid Office, Room 121 Oswald Building.

LOANS -- Perkins Loans are available to students who demonstrate financial need and complete the financial aid application process. The University of Kentucky serves as a lender for the Perkins Loans. LCC also participates in the Federal Direct Student Loan Program. The federal government is the lender for Direct Student Loans. Eligibility and loan amounts are determined using federal guidelines.

WORK-STUDY -- The College Work-Study Program is available to students who demonstrate need and complete the application process. Under this program a student is employed at LCC, and the number of hours worked is determined by the students need for financial assistance.

The Financial Aid Application Process

All students applying for any type of financial aid (including student loans) are required to file the Free Application for Federal Student Aid (FAFSA) and complete an institutional application every academic year. Please be advised that it takes four to six weeks to process the FAFSA. Students may apply either through a paper application or FAFSA on the web at www.fafsa.ed.gov. LCC's Title IV code is 009707.

In addition to the financial aid application process students are required to complete all requirements for admission to Lexington Community College, for information regarding admission requirements, please refer to the Admission section beginning on [page 16](#).

Important Notes:

1. The only payment waivers or extensions that are offered are Financial Aid Waivers. These waivers extend the payment deadline beyond the due date until anticipated aid is credited to the account. To receive an automatic waiver, the offered financial aid must be accepted, and the total amount must cover the semester costs. The student does NOT have to ask for this automatic waiver, but a Financial Aid Notification (FAN) must be returned to the office before the waiver will be issued. Inquiries on extension status may be made in the Financial Aid Office, 121 OB, or Business Office, 215 OB.
2. If financial aid awards credited to the account exceed total charges, a residual check is generated. This check is made payable to the student and will NORMALLY be MAILED within 3 business days after financial aid posts to the account. The Financial Aid Office may begin posting semester aid awards 10 days prior to the first class date. However, the award posting date may vary. If there is no residual address on file, the checks will be mailed to the billing address on file. It is the student's responsibility to keep address files updated at all times.
3. Students will be notified once loans have been disbursed.
4. Students must be degree-seeking and enrolled for at least six credit hours per semester in order to participate in most financial aid programs.
5. Refunds: Students receiving financial aid may have part or all of their refund returned to the aid account. As required under Section 484B of the Higher Education Act (HEA) to assure recovery of federal financial aid funds, a special refund schedule applies to those students receiving Title IV financial assistance who officially withdraw during their first term of enrollment.
6. Students applying for a student loan must attend a pre-loan conference. Attendance is required only one time during enrollment at Lexington Community College. Please contact the Financial Aid Office, 121 OB, to register for this required loan conference.

Standards for Satisfactory Progress To Maintain Student Financial Aid:

Students must maintain the Satisfactory Academic Progress Standards as set by the Financial Aid Office in compliance with the U.S. Department of Education regulations. LCC will assume that students have read and understand the Standards before applying for aid. Copies are available upon request from the Financial Aid Office, 121 Oswald Building.

Return of Title IV Finds (Financial Aid Refund Policy)

If a student completely withdraws from classes the financial aid office is required to calculate the amount of Title IV financial aid (grants and loans) earned by the student based on the percentage of time the student remained enrolled in school. No refunds are required to be returned if the student remains enrolled for more than 60% of the semester.

In addition, a student who receives all failing grades for semester classes will be subject to the Refund to Title IV policy with aid calculated for refund at the 50% mark of attendance.

Funds will be returned to the Title IV programs at the U. S. Department of Education in the following order:

1. Unsubsidized Direct Student Loan
2. Subsidized Direct Student Loan
3. Perkins Loan
4. Direct PLUS Loan
5. Pell Grant
6. SEOG Grant

Veteran and War Orphan Benefits

Students who believe they may be entitled to benefits under legislation designed to assist war orphans or children of totally disabled veterans should consult the Registrar's Office, 206B Oswald Building, for information before enrolling.

In addition, inquiries regarding V.A. educational benefits may be directed to the Veterans Regional Office, P.O. Box 66830, St. Louis, MO 63166-6830, or telephone toll-free 1-888-442-4551. Information on the Kentucky Tuition Waiver Program is available from the Kentucky Department for Veteran Affairs, 545 South Third Street, Louisville, KY 40202, or telephone toll-free 1-800-928-4012.

Herman L. Donovan Senior Citizens Fellowship Program

Anyone who has attained the age of 65 or older may enroll for regular courses at LCC without payment of fees. Courses may be taken for credit toward a degree or studied for no credit. For information, please call the Lexington Community College Financial Aid Office, (859) 257-4872, ext. 4193.

ACADEMIC REQUIREMENTS

Student Academic Load

The maximum load to be carried during any semester by a student at LCC (including residence, correspondence, and extension courses) is 19 credit hours. The minimum load for a full-time student at LCC is 12 credit hours.

The maximum course load (including residence, correspondence, and extension courses) shall be seven credit hours in a six-week summer sessions and in an eight week Spring II term or Fall II term.

A student may be permitted by the President of the College to carry such extra credit hours as in the President's judgement, based upon the student's past performance, the student can complete successfully.

A student on academic probation shall take no more than fifteen (15) credit hours in a semester.

A student may be registered simultaneously at LCC and at another institution only with the approval of the President of LCC, the credit hours obtained at the other institution being considered a part of his or her maximum load. If the simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied.

Academic Advising

All LCC students are assigned an academic advisor to help them plan their schedules and assist them in understanding degree requirements. Advisors are faculty members of the academic areas. Faculty members meet with students by appointment and will have available hours posted near their offices. Pre-registration conferences are arranged each semester to help students plan a schedule for the next semester. **However, the resulting schedule, the selection of classes and the understanding of degree requirements are ultimately the responsibility of each student.**

Grading System

LCC's 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:

Grade A represents exceptionally high achievement as a result of aptitude, effort, and intellectual initiative. It is valued at four grade points for each credit hour.

Grade B represents high achievement as a result of ability and effort. It is valued at three grade points for each credit hour.

Grade C represents average achievement. It is valued at two grade points for each credit hour.

Grade D represents the minimum passing grade. It is valued at one grade point for each credit hour.

Grade E represents unsatisfactory performance and indicates failure in the course. It is valued at zero grade points and zero credit hours. A student receiving this grade can obtain credit in the course only by repeating the entire work of the course, or by special examination in accordance with the procedures outlined under Special Examinations.

Grade F represents failure in a course taken on a pass-fail basis. It is valued at zero (0) grade points and zero (0) credit hours.

Please note: Veterans Administration (V.A.) regulations specify that no payment of educational benefits will be made to a veteran or other persons eligible to receive V.A. benefits for courses for which the grade assigned is not used when computing graduation requirements.

Grade I -- incomplete -- means that part of the regularly assigned work of the course remains undone. It is given only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an I grade and that a passing grade will result from completion of the work. Except under exceptional circumstances, the student will initiate the request for the I grade. An I grade will not be given when the student's reason for incompleteness is unsatisfactory to the instructor.

A grade of I must be replaced by a regular final letter grade not later than 12 months from the end of the academic term in which the I grade was awarded or prior to the student's graduation, whichever occurs first. The instructor can extend the contract period for up to an additional 12 months by completing a grade assignment form. If the instructor is not available, the division chairperson or the President may complete a grade assignment form to extend the contract period for up to 12 months. In the event the grade of I is not replaced by a regular final letter grade within the allowable period, the Registrar shall change the I grade to a grade of E on the student's permanent academic record and adjust the student's grade-point standing accordingly. In the event that an I becomes an E, the instructor may submit a grade assignment form to replace the E within 12 months from the time the E was assigned. A graduate who had an I grade on his or her academic record at the time of graduation (and which grade was subsequently changed to an E by the Registrar) may be allowed a maximum of 12 months following the end of the term in which the course was taken to satisfactorily complete the course and receive a grade change.

For each I grade assigned, the instructor shall complete an appropriate file record on a standard form provided by the Registrar, which shall include the following: (a) the name of the student; (b) the course number and hours of credit; (c) semester and year of enrollment; (d) signature of the instructor; (e) a brief statement of the reason(s) for recording the incomplete; (f) specific instructions on how alternate grades on the work to be completed will affect the final grade; (g) the specific time requirement (not to exceed 12 months) set by the instructor for

removal of the I grade and consequences of not removing the I grade; and (h) signature of the student, if feasible.

The instructor shall provide a completed copy of this record to the student and the division chair at the time the I grade is reported.

Grade P represents a passing grade in a course taken on a pass-fail basis. It may also be assigned by the University Appeals Board in cases involving a violation of student academic rights. Credit hours successfully completed under this grade will count towards graduation but will not be used in calculating grade point averages.

Please note: V.A. regulations specify that no payment of educational benefits will be made to a veteran or other persons eligible to receive V.A. benefits for courses for which the grade assigned is not used when computing graduation requirements

Grade N represents a temporary grade to be submitted for students who have been entered by the Registrar into official class rolls but have never attended class and who have not officially withdrawn. The Registrar shall remove their names from the official class roll and the student's enrollment in the class shall not be recorded in the student's official academic record. (As a temporary mark, N carries no credit hours or grade points).

Grade W - means that the student withdrew from class without completing course requirements. A W grade will not be assigned for a class unless the student has officially withdrawn from that class in the manner prescribed by LCC. No grade will be recorded for a student who officially withdraws or is dropped from a class during the first 10 days of a semester. Students who withdraw after this date up to and including the date of mid-term shall be given a grade of W. After the date of mid-term and through the last class meeting prior to the final, the W grade 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 the assignment of a W grade during the discretionary period. It may not be assigned to a student found guilty of an academic offense without the permission of the instructor in whose class the offense occurred. The grade W may also be assigned by the Lexington Community College Appeals Board. Also, the President may, if the student concurs, assign a W to a student who has been reported to the President for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

Please note: V.A. regulations stipulate that no payment of educational benefits will be made to a veteran or other person eligible to receive V.A. benefits for courses from which the veteran or other eligible person has withdrawn.

Grade Z -- The re-enroll grade Z, assigned only for developmental courses numbered 000-099, means that the student has made significant progress but needs and deserves more time to achieve a passing level. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Grade Z has no value in computing the grade point average.

Grade AU represents a completion of a course attended on an audit basis. It is valued at zero (0) grade points and zero (0) credit hours.

Grade CR -- is a grade assigned to AP or CLEP scores indicating that credit has been assigned for a course. Credit hours will count towards graduation but will not be used in calculating grade-point averages

Unofficial Withdrawal from a Course: Any student who misses the first two class periods of a course without notifying the division of their intention to attend **may** be reported by the division to the President who shall drop the student from the course and notify the Registrar that the student has been removed from the class roll. Missing the first

two scheduled class periods, however, does not constitute an automatic drop nor does it relieve the student of financial obligation. Students wishing to drop should do so through established procedures.

Withdrawal to Enter Military Service: Students who withdraw from the College after completing the twelfth week of the normal semester, or later, and within ten (10) days enter the Armed Services shall be entitled to receive full credit and residence for the course. The grade report shall be that attained in the course up to the time of withdrawal. If, with the credit and residence time granted, the student has fulfilled all requirements for a degree, the student shall be recommended for that degree by the Senate of the University. If a comprehensive examination is required for graduation, this requirement shall be waived.

Retroactive Withdrawal: Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. Requests for retroactive withdrawals may not be granted after a student has graduated or beyond two calendar years from the last day of class for the semester for which the withdrawal is requested. Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred: (a) a serious injury or illness; (b) serious personal or family problems; (c) serious financial difficulties; or (d) permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

Audit. Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished by the last date to drop a course without a grade in any given term. No credit can be given for a class audited nor is a student permitted to take an examination for credit except for the special examinations described under Special Examinations. A student who initially enrolls in a class as an auditor must attend at least 80 percent of the classes in the course (excluding excused absences). If a student changes her or his enrollment from credit to audit, she/he must attend at least 80 percent of the remaining classes (excluding excused absences). If an auditor fails to attend the requisite number of classes, the President may award a grade of W for that course. No instructor is authorized to admit anyone as an auditor to any classes unless the auditor has registered as such.

Please note: Veteran's Administration (V.A.) regulations specify that no payment of educational benefits will be made to a veteran or other person eligible to receive V.A. benefits for audited courses or courses for which the grade assigned is not used when computing graduation requirements.

Basic Skills Courses

All developmental courses numbered below 100 are offered on a non-degree basis and may be graded on a pass-fail basis.

Grade Point Average

The grade point average is the ratio of the number of points gained to the number of credit hours attempted. As stated previously, an A counts four points for each credit hour carried; a B counts three points; a C, two points; a D, one point; and an E, zero. Thus, a student would earn 12 quality points for an A in a three-hour course and four quality points for a C in a two-hour course. To figure overall standing, the student would add all quality points and divide this by the number of hours carried. The overall grade point average for the two courses cited above would be $16/5$ or 3.2. Courses in which grades of CR, F, I, P, W and Z have been given are ignored, but a grade of E is included even though it counts zero credit hours in fulfilling the requirements for a degree

Writing Requirement

The college requires demonstrated competency in writing. Competency may be demonstrated in one of the following ways -- (1) Students who have a standard score of 28 or below on the English section of the ACT must satisfactorily complete ENG 101, Writing I, and ENG 102, Writing II. (2) Students who have a standard score of 29 or above on the English section of the ACT may elect to take a special writing proficiency examination. Students who pass this examination are eligible to fulfill the writing requirement by successfully completing ENG 105, Writing: An Accelerated Course. Students who do not pass this examination are required to take the normal sequence of ENG 101-102. For complete information on the writing proficiency examination, students should contact the LCC English Area at (859) 257-4872 ext. 4002.

Full-time students must enroll in either ENG 101 or 102 each semester until they have satisfied the writing requirement, unless they qualify for ENG 105, in which case they may enroll during either semester of the freshman year. Only in unusual circumstances (such as illness, injury, serious financial difficulties, serious personal or family problems) will a student be permitted to withdraw from a course needed to fulfill the writing requirement. Only the President can authorize such withdrawals, in consultation with the instructor and the LCC English Area Coordinator

Repeating a Course

A student has the option to repeat once as many as three different completed courses with only the grade, credit hours, and quality points for the second completion used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career, no matter how many degrees or programs are attempted. A student may not use the repeat option when retaking a course on a Pass-Fail basis if the course was

originally taken for a letter grade. A student exercising the repeat option must notify in writing the President. A student may exercise the repeat option at any time prior to graduation. If a student officially withdraws from the second attempt, then the grade, credit hours, and quality points for the first completion constitute the grade in that course for official purposes. Permission to attempt again the same course shall be granted by the instructor and the President. The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time.

A student must be enrolled at LCC at the time he/she files the repeat option. Thus, a student who has transferred to another institution would not qualify since he/she is not enrolled at LCC.

Please note: Veteran's Administration (V.A.) regulations stipulate that students receiving V.A. benefits may not receive their benefits for repeating a course in which a satisfactory grade has been given.)

Pass-Fail Option

Students above the freshman level and not on academic probation may select a maximum of two elective courses, with certain restrictions, to be taken on a Pass-Fail basis. Credit hours successfully completed under this option will count toward graduation but will not be used in calculating grade-point standing. Courses taken on a Pass-Fail basis are limited to those considered as elective in the student's program and such other courses or types of courses as might be specifically approved by the Senate Council for a college or department. 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 enrolled on a regular basis. Students may not change from a Pass-Fail basis or from a regular basis to a Pass-Fail basis after the last day to drop a course without a grade in any given term. Courses offered only on a Pass-Fail basis should not be included in the maximum number of elective courses, which a student may take under these provisions.

Except for courses offered only for Pass-Fail, the instructor shall not be notified by the Registrar's Office or by another office of the College of those students who are taking the course Pass-Fail. The instructor shall submit a regular grade to the Registrar's Office, which will take the appropriate action to change the grade into the Pass-Fail grading track for records.

Final Examinations

If a final examination is given, it is to be administered during the examination period as scheduled by the Registrar for the semesters of the regular school year. These examination periods utilize the last five days of each semester, and are preceded by a study day or weekend on which no classes or examinations are scheduled.

Final examinations, where appropriate, are administered during the last class day of the summer sessions.

During the last week of classes of a regular session or during the three-day period prior to the last day of class in the summer session, no examination is to be given except for laboratory practicals or "make-up" examinations. In cases of "take home" final examinations, students are not required to return the completed examination before the regularly scheduled examination period.

Final examinations may be given at times other than the regularly schedule times in the following instances:

Faculty: In the case of conflicts or undue hardship for an individual instructor, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the chairperson of the division and with the concurrence of the President and the Registrar.

Students: Any student with more than two final examinations scheduled on any one date is entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate instructor two weeks prior to the last class meeting. If a conflict is created by rescheduling of an examination, the student is entitled to take the rescheduled examination at another time during the final examination period. In the case of undue hardship for an individual student, a final examination may be rescheduled by the instructor.

External Experiences

LCC recognizes that collegiate-level learning experiences may occur outside the traditional college setting. Credit for such external experiences is given only after the student enrolls and earns credit at LCC. The following methods are used to assess external experiences

Credit for Courses Offered at Vocational-Technical Schools

Articulation agreements have been implemented between Lexington Community College and other educational institutions. At present, agreements have been implemented in the Business Technology, Dental Hygiene, Engineering Technology, Information Management and Design, Nursing, Radiography, and Respiratory Care programs.

Credit for courses identified in the agreements may be awarded toward degree requirements in related programs as specified in the *Credit for External Experiences Manual*.

An official articulation transcript from a state technical education school must be received by the Records Office, Room 203 Oswald Building, before credit can be awarded. Credit will be awarded after the student has earned credit at LCC.

College Level Examination Program (CLEP) and Advanced Placement Program

LCC participates in the General and Subject Examinations of the College Level Examination Program (CLEP). The Subject Examinations cover specific material, which is common to courses in many colleges and universities. The level of proficiency to earn credit through CLEP is approximately equivalent to that required to earn a grade of C in the course. A list of the specific General and Subject Examinations accepted by LCC and the minimum acceptable performance on each examination may be obtained. LCC also participates in the Advanced Placement Program of the College Entrance Examination Board. Interested students should contact the LCC Assistant Registrar in 206 OB, (859) 257-4872, ext. 4215. Please consult the University of Kentucky Bulletin under "Academic Program" section for detailed information regarding CLEP.

Courses Offered through the American Institute of Banking

Students who successfully complete collegiate level work through the American Institute of Banking may receive credit in specified courses. Credit is granted only upon receipt of an official American Institute of Banking transcript.

Certified Administrative Professional Examination

LCC recognizes the Certified Administrative Professional Examination of the International Association of Administrative Professionals (IAAP). Students who successfully pass the Certified Administrative Professional Examination may receive a maximum of twenty-four (24) semester hours of credit in specified courses. Students must first complete twelve (12) semester hours in residence at LCC.

Special Examinations

A student regularly enrolled in LCC may be given a special examination for credit for material mastered outside of formal instruction, provided the request for the examination is approved. Application must be made in writing to the appropriate division chairperson. No refund of tuition is made to a student whose number of credit hours is reduced as a result of a special examination for credit.

National Council of Licensure Examination - PN (NCLEX - PN)

A student who has passed the National Council of Licensure Examination - PN (NCLEX-PN) entry-level examination and holds a current unrestricted license for practical nursing in Kentucky will be awarded nine (9) semester hours of credit. The student must meet nursing admission criteria as

stated in Rules of the University Senate, and be accepted into the Nursing program for credit to be awarded. Nine (9) hours credit will be awarded for Nursing 115 (Nursing I) in the Associate Degree Nursing Program.

National Board for Respiratory Care (NBRC) Examination

A student who has passed the National Board for Respiratory Care (NBRC) entry-level examination within five years of admission to the Respiratory Care program will be awarded eighteen (18) semester hours of credit after completion of the General Education courses in the approved program curriculum. A grade of "C" or better is required for all math and science prerequisite respiratory care program courses. The student must also provide a current American Heart Association Basic Life Support Health Care Providers card. Credit will be awarded for the following courses in the Respiratory Care Program:

RCP	110	Cardiopulmonary Anatomy & Physiology	3
RCP	120	Fundamentals of Respiratory Care	4
RCP	121	Respiratory Care Practice I	1
RCP	130	Cardiopulmonary Pharmacology	2
RCP	131	Respiratory Care Practice II	2
RCP	140	Basic Cardiopulmonary Evaluation	2
RCP	141	Respiratory Care Practice III	2
RCP	150	Mechanical Ventilation	2
		Total	18

Additional credit may be awarded on an individual basis following a conference with the student and an evaluation of her/his transcript.

Note: Students selecting the Associate in Applied Science degree must be admitted to the Respiratory Care Program and complete an individualized orientation program to assist in the transition from technician to therapist level program

Advanced Cardiac Life Support (ACLS)

A student who has been admitted to the Respiratory Care Program and can provide a current American Heart Association Advanced Cardiac Life Support card will be awarded credit for:

RCP	250	Advanced Cardiac Life Support.....	2
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Service Related Experiences

A student may receive course credit in recognition of collegiate level work completed through the United States Armed Forces Institute or Defense Agency for Nontraditional Support Education in which the student has achieved a minimum score at the 35th percentile. An official USAFI or DANTES transcript must be received in order for credit to be

granted. Also, a student may receive course credit where appropriate and equivalent courses are available for military educational experiences at the collegiate level as recommended in *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

Program on Noncollegiate-Sponsored Instruction (PONSI)

Students may receive credit for learning experiences in industry, business, and government as recommended by the American Council on Education through its Program on Noncollegiate-Sponsored Instruction (PONSI). The recommendations for awarding credit appear in *The National Guide to Educational Credit for Training Programs*.

Cooperative Education

Students attending Lexington Community College may elect to participate in the cooperative education program, provided they are enrolled in one of the Associate in Applied Science degree programs in which cooperative education is an approved course. Through cooperative education, students receive planned and evaluated work experiences related to their educational objectives. Both financial remuneration and academic credit are offered in cooperative education.

One credit hour is awarded for 80 hours of approved work experience and for satisfactory completion of additional required activities. While the maximum amount of credit granted for cooperative education experience varies by curriculum, the amount may never exceed eight hours in an Associate in Applied Science degree program.

A student may enroll for no more than four credit hours of cooperative education during any semester in which the student is enrolled for twelve (12) or more other credit hours. A student who is not enrolled for any other courses may earn a maximum of eight credits during the fall or spring semester; and three credits in a six-week summer session.

In order to enroll in cooperative education, the student must have completed at least 12 credit hours in the program of study and/or have marketable skills in the area in which the student is enrolled.

A minimum cumulative grade point average of 2.0 is required to participate in cooperative education.

A student interested in cooperative education should contact the Student Employment Services Office, 103 Oswald Building, or an advisor for information on which Associate in Applied Science degree programs include cooperative education as an approved course.

Experiential Education

Experiential education is a program that provides students with the opportunity to earn academic credit through learning by experience in a professional work setting. Through experiential education, the student participates in a planned and

evaluated work experience outside the classroom to gain relevant job skills or to explore possible career options. The program is open only to pre-baccalaureate (transfer), non-degree and undecided students.

One credit hour is awarded for each 40 hours of work experience. Experiential education may be repeated for a maximum of six (6) credits and is offered on a pass-fail basis only. Credits earned for participation in the experiential education program are only for elective credit.

Service Learning

Students attending LCC have the opportunity to enroll in service learning programs that are designed to integrate community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. Service learning programs involve students in organized community service that addresses local needs, while developing academic skill, a sense of civic responsibility and a commitment to the community.

Scholastic Probation, Academic Suspension and Reinstatement

Scholastic Probation

Students are placed on scholastic probation if:

- 1) Their cumulative grade-point average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA shall be removed from probation; or
- 2) They have two consecutive UK academic terms with term GPAs below 2.0 regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or better will be removed from probation.

Removal from Probation

Except as provided for by specific college probation policy, an undergraduate student may be removed from probation by the dean of the college when the student on scholastic probation has earned 90 semester hours (senior standing), and at the end of a semester or session has a cumulative grade-point standing of 2.0.

Academic Suspension

Students are subject to suspension if:

- 1) They fail to earn a 2.0 term GPA for any term on probation;
or
- 2) They have three consecutive UK terms in which their cumulative GPA remains below 2.0.
- 3) Students are subject to suspension without a preliminary probationary term if their GPA is below 0.6 after their first term of full time enrollment at UK.
- 4) In cases when a student is eligible for suspension, the dean of the student's college may continue a student on academic probation if the individual case so justifies.

General Rules Pertaining to Students Under Academic Suspension

A student who is under academic suspension may not enroll in any courses (including courses taken through the Office of Independent Study) offered by the University of Kentucky, nor take any special examination for University of Kentucky credit. Students already enrolled in correspondence course(s) will be allowed to complete the course work upon notification of his/her suspension.

A student who has been academically suspended a second time will not be readmitted to the University except in unusual circumstances and then only upon recommendation of the dean of the college in which the student plans to enroll and approval of the University Senate Council.

Once reported to the University Registrar, an academic suspension may be rescinded by the dean only in the event of an error in the determination of the student's eligibility for suspension, an official grade change that alters the student's suspension eligibility, or exceptional circumstances.

Reinstatement

After they have remained out of the College for at least a semester and a summer session (a semester for students academically suspended at the end of a summer session), students who have been academically suspended may only be reinstated by the President when they present evidence that they are capable of performing at the level required to prevent being suspended a second time. After being reinstated, students must apply for readmission to the College.

General Rules for Reinstated Students

A student who has been academically suspended will, upon reinstatement, be placed on scholastic probation and be subject to final academic suspension from the College if:

- 1) The student acquires any additional deficit during any semester or session while on scholastic probation;
- 2) The student has failed to meet the requirements for removal from scholastic probation by the end of the third semester following the reinstatement.
- 3) Once reinstated students have been removed from scholastic probation, they will be subject to the same conditions for subsequent academic suspension as students who have not previously been academically suspended.

VA Educational Assistance Allowances

LCC is approved for the enrollment of veterans and other eligible persons to receive Veterans Educational Assistance Allowances. LCC does not have a Veteran Representative or Veteran Office on site. The student should direct all questions concerning VA benefits to the Department of Veteran Affairs (DVA) at 1-888-442-4551. VA regulations may change from time to time, so it is important that the student maintain regular contact with the DVA. The student must also report any changes in student status to LCC and the DVA. Failure to

report changes in status may result in the individual's being held liable by the VA for any overpayment. LCC requires that any student applying for or using VA benefits complete a "Schedule Information Card" at the beginning of every semester that the student is enrolled at LCC. It is imperative that the student read and closely follow the following guidelines adapted from VA regulations:

- 1) Title 38, United States Code, sections 1674 and 1724 require that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward his or her training objective.
- 2) Standards of progress with respect to probation, suspension, graduation, etc. are published elsewhere in this *Catalog*.
- 3) The VA must be notified within 30 days of the last date of attendance in any course from which a veteran or other eligible person withdraws. Students who withdraw from a course must report this fact immediately to the Certifying Official, 206 Oswald Building.
- 4) Any veteran who is reported as "not in class" at the end of any semester and who has not been previously reported to the VA as a termination will be reported as being terminated. The College will report the last day of attendance or the last date that there is any evidence of attendance. If the student is given a failing grade (E), this provision for reporting termination does not apply.
- 5) Veterans or other eligible persons may not remain on probation beyond two semesters without an improvement in academic standing.
- 6) No payment of educational benefits will be made to a veteran or other eligible person for audited courses or courses for which the grade assigned is not used when computing graduation requirements including courses from which the veteran or other eligible person withdraws.
- 7) An incomplete grade (I) must be converted to a credit grade counting toward graduation or a failing grade within one calendar year after the date on which the I was assigned.
- 8) Students receiving VA benefits may not receive their benefits for repeating a course in which a satisfactory grade has been given.
- 9) Only one change of major is allowed without counseling.
- 10) A veteran or eligible person may only receive VA benefits for taking subjects that will count toward his or her educational objectives (associate degree or transfer program as listed with the VA). It is the student's responsibility to become familiar with his/her chosen program plan as only required courses can be certified by LCC and then paid for by the VA.

Dean's List

Lexington Community College recognizes academic excellence by naming to the Dean's List full-time students who have earned an overall semester grade point average of 3.5 or

better on courses numbered 100 or above. Certificates of merit are generally awarded to students who have achieved this distinction. Students whose names appear on the Dean's List may be released to the local/area news media.

Graduation Requirements

Regardless of the length of time a student attends LCC, a minimum of 24 credits for a degree must be completed in the University of Kentucky System. At least 25 percent of the approved curriculum credits must be completed at the Lexington Community College. Students must have a cumulative grade point average of at least 2.0 (C) in order to be eligible for graduation.

Second Associate Degree

A student is eligible to qualify for a second associate degree in a different major. Courses taken towards fulfilling one degree may also count towards fulfilling parallel requirements in the other, but the student must complete a minimum of at least 66 hours for both degrees. The student may elect to receive the degrees simultaneously if degree requirements can be met simultaneously. In no case will a second degree be granted for the completion of a second option in a program. The completion of a second option, however, will be recorded on the transcript.

Graduation with Honors

Students who have completed at least 48 credit hours of work in the University of Kentucky System 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 48 credit hours of work in the University of Kentucky System shall be graduated "With Distinction" if they obtain a grade point average of 3.40 to 3.59 on all work attempted.