

PROGRAM OFFERINGS

Career Programs

Lexington Community College is committed to an expanded program of occupational career education to provide trained technicians to meet the workforce needs of the Commonwealth, especially in business, engineering, and health technologies. Fourteen technical programs leading to the Associate in Applied Science degree are offered. The programs may be completed in two years. However, many students decide to extend their education over a longer period.

Associate in Applied Science degree majors, combining a foundation in general education with technical courses, are: Architectural Technology; Business Technology; Civil Engineering Technology; Computer Information Systems; Dental Hygiene; Dental Laboratory Technology; Early Childhood Education, Engineering Technology; Environmental Science Technology; Information, Management & Design; Nuclear Medicine Technology; Nursing; Radiography; and Respiratory Care.

Pre-Baccalaureate/Transfer Program

LCC provides course work, that is transferable to the University of Kentucky and other four-year institutions. The pre-baccalaureate program is generally equivalent to the first two years of the curriculum leading to the bachelor's degree. Some students, however, spend less than two years in the community college pre-baccalaureate program and others may spend considerably more time. Students are advised to consult with an advisor with regard to the optimum length of time they should stay in a community college.

Students who expect to complete requirements for the bachelor's degree should consult the curriculum recommended in the catalog of the institution to which they plan to transfer and/or contact the Transfer Information Liaison in 206 Oswald Building. Such students should consult with their academic advisors to plan appropriate course work for transfer purposes. In some programs, transfer agreements exist with four-year institutions.

In January 1996, the Kentucky Council on Postsecondary Education (formerly the Council on Higher Education) implemented a new statewide transfer policy designed to improve the transferability of general education course work among public colleges and universities. Please see transfer requirements on pages 46 - 47.

Students who follow curricula guidelines and successfully complete 60 semester hours of work in general education and pre-major fields or professional curricula may be awarded the Associate in Arts or Associate in Science degree. A minimum of 24 credits for the degree must be completed in the University of Kentucky System with at least 15 of these credits being completed at LCC. Students must have a cumulative grade point average of at least 2.0 in order to graduate from LCC.

Continuing Education

Considerable emphasis is given to adult and continuing education programs designed to meet the needs of local citizens. Since new developments in most fields of endeavor require updating of knowledge and skills, interest in lifelong learning has increased. In addition, many individuals are interested in personal enrichment and vocational pursuits. Both credit and non-credit courses are available to those desiring to further their education. These programs include evening classes, workshops, seminars, and short courses. Courses and programs are offered on campus and in other facilities located in the service area of the college.

Lexington Community College's Continuing Education & Workforce Development unit is committed to providing quality educational opportunities for business, industry, and individuals in the Bluegrass area.

The office provides programs for children through enrichment classes in the Kids on Kampus and the Children's Summer Program; for gifted students in educational opportunities outside the normal academic offerings; for senior citizens who want to participate in lifelong learning activities through Elderhostel; for individuals who are interested in personal growth and leisure classes; and for individuals and businesses to obtain personal/professional skills in computer applications.

The office also provides training for businesses and industries that want to implement total quality programs; to prepare for ISO 9000 registration; to develop the leadership skills of employees; and to provide technical training in manufacturing and trades.

Continuing Education Units (CEUs) are granted to participants in those classes meeting the criteria as established by the Southern Association of Colleges and Schools Commission on Colleges.

Distance Education

Lexington Community College offers distance education courses in cooperation with the Kentucky Virtual University and the Higher Education Telecommunications Consortium.

Web-based distance courses offered with the Kentucky Virtual University include undergraduate courses applicable for transfer or technical programs.

Courses Offered through the Telecommunications Consortium and Learning Channel

LCC participates in the Higher Education Telecommunications Consortium. Although students enroll at LCC, the major amount of work is done by the student at home. The student views the course on Kentucky Educational

Television (KET) and uses an assigned text or web enhancements. Telecourses are college-level courses appropriate for self-disciplined students who find it difficult to fit weekly on-campus classes into their busy schedules. Telecourses combine television programs broadcast on KET, textbook and study guide assignments, examinations and four to eight class meetings on campus with college instructors. Note: All telecourse and teleweb students must attend the first class for orientation to receive the television schedule and other handouts.

Extended Campus Program

The Lexington Community College Extended Campus program currently offers evening classes in Clark and Mercer counties during the Fall and Spring semesters. Students can complete general education courses at these sites. Students must complete mandatory course placement testing before enrolling in college credit classes. LCC's Extended Campus Program can offer college credit courses to residents at sites in Bourbon, Clark, Fayette, Harrison, Jessamine, Marion, Mercer, Nelson, Nicholas, Robertson, Spencer, Washington and Woodford counties.

The LEAP Program is a collaborative program with area high schools. LEAP (Lexington Community College's Educational Advancement Program) is designed for high academic achievers interested in getting an early start on college credit courses. Classes are taught by Lexington Community College faculty.

Weekend College

Students have the opportunity to complete general education courses that can fulfill requirements for the Associate degree. Classes are offered on a Fall/Spring sequence on Friday evening, Saturday morning and afternoon, and Sunday afternoon. NOTE: Health technology classes are not available in the Weekend College program.

For more information, contact the Extended Campus Coordinator Stacey Webster-Little, (859) 257-4872 ext. 4143 or swebs0@pop.uky.edu.

ADMISSION

Application & Document Deadlines 2001 - 2002

<u>Term</u>	<u>Priority & Postmark</u>	<u>Late Applications</u>
Fall 2001	August 1, 2001	August 10, 2001
Fall II 2001	September 28, 2001	October 5, 2001
Spring 2002	November 30, 2001	December 14, 2001
Spring II 2002	February 15, 2002	February 22, 2002
Summer I 2002	April 12, 2002	April 19, 2002
Summer II 2002	May 24, 2002	May 31, 2002
Fall 2002	August 1, 2002	August 9, 2002

International students should consult the “International Student Admission” section for appropriate deadlines.

Applications and documents sent through the mail should be postmarked at least two weeks prior to the application deadline. Applicants may obtain an application for admission via our Web address at www.uky.edu/LCC/Admission or by contacting the Office of Admission, 200 Oswald Building, at (859) 257-4872 or toll free at 1-866-774-4872, ext. 5111. International students have an earlier application and document deadline for each semester. All health programs have an application deadline of February 15 unless otherwise noted

Freshman Admission

Lexington Community College accepts all applicants who are high school graduates or GED recipients who have not attended any other college or university. Freshman applicants must submit the following information: (1) an application for admission; (2) an official high school transcript OR official passing GED scores; (3) an entering student survey response form (*which will be completed during registration*); and (4) official American College Test (ACT) scores OR official Scholastic Assessment Test (SAT) scores (*not required of students who will reach the age of 21 by the first day of the semester of initial enrollment*). Students applying for any health program or the Computer Information Systems program should follow the admission guidelines on [pages 59 - 70](#).

Advanced Standing (Transfer) Admission

Applicants who have previously attended an accredited college or university and who have a cumulative grade point average of 2.0 on a 4.0 quality-point scale in all course work attempted will be accepted as advanced standing (transfer) students. Advanced standing (transfer) applicants must be eligible to return to the previous institution without an interruption of one or more regular semesters. Transfer students accepted to Lexington Community College with a grade point average below 2.0 will be admitted on academic probation. Applicants for advanced standing (transfer) status must submit the following information: (1) an application for admission; (2) official transcripts of all previous college work; and (3) an entering student survey response form (*which will be completed during registration*). Students applying for any health program or the Computer Information Systems program should follow the admission guidelines on [pages 59 - 70](#). Grades, credits, quality points, and academic status from courses taken at the Lexington Campus of the University of Kentucky or other community colleges within the Kentucky Community and Technical College System (KCTCS) are transferred when the student enrolls at Lexington Community College. Degree credit work completed at fully accredited institutions outside the University of Kentucky System is recognized credit hour for credit hour. Quarter hours are recognized as two-thirds of a semester hour. Grades, quality points, and academic status from courses taken outside the University of Kentucky System the Kentucky Community and Technical College System (KCTCS) are not transferred when the student enrolls at Lexington Community College.

International Student Admission Application & Document Deadline

<u>Term</u>	<u>Absolute Deadline</u>
Fall 2001	August 1, 2001
Fall II 2001	September 14, 2001
Spring 2002	November 30, 2001
Spring II 2002	February 1, 2002
Summer I 2002	April 1, 2002
Summer II 2002	May 17, 2002
Fall 2002	August 1, 2002

In addition to the requirements for general admission, every non-resident alien applicant must submit the following information before the international student deadline: (1) official scores of the Test of English as a Foreign Language (TOEFL) (*see note below*) or have completed of the fifth level of the University of Kentucky English as a Second Language Program, or received grades of A or B in English 101 and 102 (or equivalents) at an accredited American college, or a college in another country where English is the native language; (2) a current financial statement in English from the applicant's bank showing that the applicant has the necessary funds for the school year; and (3) an official document in English which verifies the applicant's completion of the secondary level of education.

NOTE: The score from the TOEFL must be at least 500 paper-based or 173 computer-based and the results must not be more than eighteen months old at the time of initial enrollment. The TOEFL code for Lexington Community College is 1474. For information concerning the TOEFL, contact: Educational Testing Service, P.O. Box 6155, Princeton, NJ 08541-6155, U.S.A. or email: toefl@ets.org. The phone number is (609) 771-7100. Soon after your arrival, you must schedule an appointment at the University Health Service to complete a health history, a record of immunizations and a Tuberculin screening. **Please be advised that the University of Kentucky has instituted a mandatory health insurance plan for international students. International students will be charged for the UK Student Health Insurance Plan along with their tuition and fees. The cost for the UK Student Health Insurance Plan is \$541 per year. Students who have already enrolled in a health insurance plan that meets the University of Kentucky requirements may apply for a waiver of participation in the UK Student Health Insurance Plan.**

Visiting Student Admission

Students who are currently enrolled at another institution who wish to attend Lexington Community College for one semester are considered visiting students. Visiting students must submit the following information for each semester in which they wish to enroll: (1) an application for admission; and (2) a letter of good standing from the Registrar of the current institution that reflects your current grade point average (G.P.A.). *Students in visiting status are permitted to take only six credit hours per semester.*

In addition, international visiting students must submit the following information before the international student deadline: (3) official scores of the Test of English as a Foreign Language (TOEFL) or have completed of the fifth level of the University of Kentucky English as a Second Language Program, or received grades of A or B in English 101 and 102 (or equivalents) at an accredited American college, or a college in another country where English is the native language. The score from the TOEFL must be at least 500 paper-based or 173 computer-based and the results must not be more than eighteen months

old at the time of initial enrollment; (4) a current financial statement in English from the applicant's bank showing that the applicant has the necessary funds for the school year.

Non-Degree Student Admission

Non-degree applicants must submit an application for admission. Applicants with any previous college work must be eligible to return to the parent institution without an interruption of one or more semesters, and the student must provide satisfactory evidence of this good standing before admission.

Important notes: (1) Students in non-degree seeking status are permitted to take only six credit hours per semester; (2) Non-degree students are not eligible to participate in federal student aid programs or to receive Veteran Educational Benefits; (3) Non-degree students who later decide to become degree-seeking must submit all required documents (ACT or SAT scores, official high school transcript or GED scores, any college transcripts, and any necessary international student documents) before admission; and (4) Any student who wishes to take coursework in either English or math will be required to take the Computerized Placement Assessment and Support Services System (COMPASS) test or show evidence of successful completion of prerequisite college courses.

All beginning freshmen are strongly encouraged to apply as degree-seeking students. Beginning freshmen that apply as non-degree are required to submit a high school transcript or passing GED results in order to demonstrate that they are prepared to take the desired course(s). Students taking up to six credit hours of technical course work may request to have this requirement waived by filing a petition with the Dean of Student Affairs prior to the application deadline to apply for any regular semester or summer term.

Admission of High School Students

Under certain conditions, students who are currently attending high school may be eligible for admission to Lexington Community College. The maximum number of courses that may be completed by a high school student under this provision is two (2) in any term. The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines:

1. The applicant must have completed the junior year of high school with at least a B average.
2. The applicant must submit the following:
 - a) Application for admission
 - b) Official high school transcript
 - c) Official ACT or SAT scores
 - d) Written recommendations including certification of eligibility requirements from the high school principal and a guidance counselor.

Upon receipt, the Director of Admissions may tentatively approve this request and forward such request and all

supporting documents to the President of Lexington Community College for final approval.

Distance Learning Admission

Distance Learning applicants must submit an application for admission through the Kentucky Virtual University (KYVU) at www.kyvu.com or submit an application through the Office of Admissions, 200 Oswald Building. All Distance Learning applicants will be admitted according to the non-degree student admission guidelines unless they are currently enrolled as a student at Lexington Community College. Refer to the Non-Degree Student section for admission information.

Admission to Technical (Career) Programs

Admission to Lexington Community College does not guarantee admission to any technical program leading to an Associate in Applied Science degree. Admission to these degree programs is dependent upon the availability of resources for implementation of quality instruction, and the number of students admitted may be limited by this consideration. There are guidelines for admission to health programs and the CIS program which are used in the selection process. Technical standards, for example, have been developed for some programs. In certain programs, preference in admission may be given to Kentucky residents. Students interested in Associate in Applied Science degree programs should check the guidelines regarding openings in the programs.

Students in Allied Health and Nursing programs may be required to have certain laboratory tests prior to experience in certain clinical facilities.

Each student accepted for admission to a health-related program requiring patient contact must show evidence of professional liability insurance before enrolling in the program. The amount will be determined by Lexington Community College. Certain programs may require that a high school transcript or GED certificate be submitted. Students applying for any health program or the Computer Information Systems program should follow the admission guidelines [on pages 59 - 70](#)

Readmission

Students who leave Lexington Community College for a fall or spring semester must apply for readmission by submitting an application for admission and official transcripts of any academic work attempted while not enrolled at LCC. This policy applies to students who enroll and withdraw prior to the official last day to withdraw in a semester.

The American College Test (ACT)

The American College Test (ACT) is administered on five test dates each year in the United States, and it is also administered in a number of foreign countries. For information on the ACT, contact the Lexington Community College

Records Office, your local high school counselor, or ACT Test Administration, P.O. Box 168, Iowa City, Iowa 52243. The ACT code for LCC is 1531. Lexington Community College will also accept the Scholastic Assessment Test (SAT). The national mean scores on the verbal and math components of the SAT will be converted and substituted for the ACT composite score.

Academic Bankruptcy

A student who has been admitted or readmitted after having remained out of both the Lexington Community College and the University System for a period of two (2) or more years, and who has completed at least twelve (12) credit hours in courses numbered 100 or above with a grade point average of 2.0 or better after admission or readmission, may choose to have none of the course work attempted in the University System prior to the interruption included in the computation of the student's grade point average. The calculation of the grade point average after the student declares bankruptcy begins with the semester of admission or readmission.

A student who has elected to not to count past work in the computation of his or her grade point average may be permitted by the President of LCC to receive credit for those selected courses in which credit was earned with a grade of A, B, C, D, or P prior to admission or readmission, without including those grades in the computation of the student's grade point average.

A student who has completed a bachelor's degree and re-enrolls may not apply the academic bankruptcy rule to courses taken for the degree already completed. The academic bankruptcy option may be used only once.

Summary of Admission Procedures

1. Obtain an application for admission. Students may write, call or visit the Office of Admissions, 200 Oswald Building, Cooper Drive, Lexington, KY 40506-0235, (859) 257-4872 or toll free at 1866-774-4872, ext. 5111 or obtain an application through our Web site at www.uky.edu/LCC/Admissions. Students applying for a distance learning course should apply through Kentucky Virtual University (KYVU) at www.kyvu.com. Students seeking admission to a technical program should contact the Program Coordinator or the Office of Admissions for information regarding any special requirements for admission. This should be done well before the application deadline.
2. Submit a completed application for admission before the applicable deadline ([see page 16](#)). All health programs have an application deadline of February 15 unless otherwise noted. Beginning freshmen should submit official high school transcripts or official GED scores and official ACT or SAT scores to the Office of Admissions. The ACT or SAT is not required of students who will reach the age of 21 by the first day of the semester of

initial enrollment. Advanced standing students must submit an official transcript from each institution attended.

3. Students will be notified of admission status by mail.
4. Entering students are required to participate in any pre-registration and orientation activities conducted by the College.

TUITION AND FEES

2001 - 2002

Status	Semester (Full-time) ¹	Six-Week Summer (Full-time) ²	Part-time Per Credit Hour
Resident	\$1042.25*	\$474.40**	\$79.90+
Nonresident	\$2,917.25*	\$1,410.40**	\$235.90+

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Mandatory Registration Fees

*Includes the mandatory registration fees of \$232.50

** Includes the mandatory registration fees of \$66.40

+Includes the mandatory registration fees of \$11.90

¹ For the Fall or Spring Semester, registration in 12 credit hours constitutes a full-time load.

² For a Summer Session, registration in 6 credit hours constitutes a full-time load.

REFUND AND FEE LIABILITY POLICY

Tuition refunds or outstanding fee liabilities for students who officially withdraw through the Registrar's Office, or who change their status from full-time to part-time or further reduce their part-time status through Add/Drop, will be made according to the following schedule. All dates are those designated in the official College Calendar.

SEMESTER	STUDENTS WHO WITHDRAW BY:	WILL RECEIVE REFUND/REDUCTION	WILL CONTINUE TO OWE
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FALL 2001	August 21, 2001	100%	0%
	August 28, 2001	80%	20%
	September 19, 2001	50%	50%
FALL II 2001	October 15, 2001	100%	0%
	October 17, 2001	80%	20%
	October 29, 2001	50%	50%
SPRING 2002	January 8, 2002	100%	0%
	January 15, 2002	80%	20%
	February 6, 2002	50%	50%
SPRING II 2002	March 4, 2002	100%	0%
	March 6, 2002	80%	20%
	March 18, 2002	50%	50%
SUMMER First Six-Week Session 2002	May 7, 2002	100%	0%
	May 9, 2002	80%	20%
	May 17, 2002	50%	50%
SUMMER Second Six-Week Session 2002	June 20, 2002	100%	0%
	June 24, 2002	80%	20%
	July 1, 2002	50%	50%

Refunds are based solely on the date of withdrawal, regardless of whether students attend any class(es). 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.

Questions concerning fee payment procedures may be directed to the LCC Business Office, 215 Oswald Building, (859) 257-4872, ext. 4166. Questions concerning tuition refunds may be directed to the Registrar's Office, 206 Oswald Building, (859) 257-4872, ext. 4214.

Refund Policy for Part-of-Term Classes

When a student drops a course that meets for less than the standard 16-week semester, their refund is calculated according to the following:

Time of Withdrawal	Percent of Refund	Percent of Penalty
Before the class begins	100%	0%
On or before 1/16 of the class meetings	80%	20%
On or before 1/4 of the class meetings	50%	50%
After 1/4 of the class meetings	0%	100%

No registration fees will be refunded to students who withdraw after 1/4 of the class has met regardless of when class attendance was ended.

Requests for refunds will be honored only if the student has completed, in its entirety, the official withdrawal process. A student must request that a refund be given and may make that request within one year of the withdrawal. Questions concerning tuition refunds may be directed to the Registrar's Office, 206 Oswald Building, (859) 257-4872, ext. 4214.

Housing, Books, and Supplies

Housing—Costs of room and board for non-commuting students vary according to accommodations.

Books and Supplies—Costs will depend on the student's schedule of classes.

Student Discipline and Control

The relationships between the College and the student as a member of the campus community and as a member of student organizations are covered in the College's Code of Student Conduct. Copies are available in 203 Oswald Building.

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Lexington Community College or to any academic program thereof regardless of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

STUDENT RECORDS

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic division, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lexington Community College to comply with the requirement of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S Department of Education, 600 Independence Avenue, S. W., Washington, D.C., 20202-4605.

The College may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by the College as directory information: name, address, telephone listing, e-mail address, photographs, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student. Students who do not wish such information released without their consent should notify the Student Records Office in writing.

Direct questions concerning this law and the College's policy concerning release of academic information to the Student Records Office, (859) 257-4872, ext. 4315.

Transcripts

Copies of transcripts will be furnished upon request (within 24 hours) for a cost of \$2 per copy. Transcripts issued the same day will cost \$5 per copy. Transcripts that need to be reviewed for general education certification may require additional time for processing. Requests must be made in writing to the Records Office, 203 Oswald Building, Cooper Drive, Lexington, KY 40506-0235.