

PROGRAM OFFERINGS

Career Programs

Bluegrass Community and Technical 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 on the Cooper, Regency and Winchester campuses lead 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 Management and Marketing; Civil Engineering Technology; Computer & Information Technologies; Dental Hygiene; Dental Laboratory Technology; Early Childhood Education; Engineering Technology; Environmental Science Technology; Information Management and Design; Nuclear Medicine Technology; Nursing; Radiography; and Respiratory Care. BCTC also offers several certificate programs.

Pre-Baccalaureate/Transfer Program

BCTC 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 Specialist in 203 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 44-45.

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.

BCTC's Corporate and Community Development office is committed to providing quality educational opportunities for business, industry, and individuals in the Bluegrass area.

The office provides programs for our community's youth through classes in the Summer Youth Program and Junior University; for individuals who are interested in personal growth and leisure classes such as golf, photography, dance, art and other community education offerings; for individuals looking to maintain or enhance their professional certifications and credentials; and for individuals and businesses to obtain personal/professional skills in computer hardware and software applications.

The office also provides customized training for the employees of business and industry throughout the Bluegrass. Constantly improving the knowledge, skills, and abilities of the local workforce ensures our businesses have an edge in the global marketplace. The training offered covers the full spectrum from leadership skills to technical skills and is delivered in multiple formats by seasoned, experienced trainers.

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

Distance Education

Bluegrass Community and Technical College offers distance education courses in cooperation with the Kentucky Virtual University and the Higher Education Telecommunications Consortium. Both types of courses follow the same semester starting and ending dates as traditional classes.

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

Online Courses Offered Through KYVU

Web-based distance courses offered via the Kentucky Virtual University include undergraduate courses applicable for transfer or technical programs. They serve the needs of highly motivated students whose personal schedules may not allow opportunity for on-campus contact. All courses require frequent use of a computer and email communication with the instructor. Some require a proctor for exams; others may use a testing window of time. Textbooks, required materials, and testing situations for online courses are detailed for each course at www.kyvu.org.

Courses Offered through the Telecommunications Consortium and Learning Channel

BCTC participates in the Higher Education Telecommunications Consortium. Although students enroll at BCTC, they do most of the coursework at home. The student views the course on Kentucky Educational Television (KET) and uses an assigned text or web enhancements. Telecourses are appropriate for self-disciplined students who find it difficult to fit weekly on-campus classes into their 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

Lexington Community College offers day and evening courses at several extended campus sites in Lexington, Winchester, and Nicholasville. The extended campus site in Lexington is Regency Campus located at 2659 Regency Road. The Winchester - Clark County Campus is located at 36 Wheeler Ave. Nicholasville classes are offered in the evening only at West Jessamine High School.

For more information about Lexington and Nicholasville call 859-257-4872 ext. 4420. The Winchester - Clark County Campus can be reached at 859-257-4872 ext. 4455 or locally at 859-737-3098. Visit the Extended Campus website at www.bluegrass.kctcs.edu/LCC/ExtendedCampus for class schedules and driving directions.

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 Saturday morning and afternoon, and Sunday afternoon. NOTE: Health technology classes are not available in the Weekend College program.

For more information, call 859-257-4872 ext. 4420.

ADMISSION

Application & Document Deadlines 2005 - 2006

<u>Term</u>	<u>Priority & Postmark</u>	<u>Late Applications</u>
Fall 2005	August 2, 2005	August 13, 2005
Fall II 2005	October 3, 2005	October 17, 2005
Spring 2006	December 1, 2005	Dec. 16, 2005
Spring II 2006	February 17, 2006	March 3, 2006
Summer I 2006	April 21, 2006	May 4, 2006
Summer II 2006	May 26, 2006	June 9, 2006
Fall 2006	August 1, 2006	August 11, 2006

Applications and documents sent through the mail should be postmarked at least one week prior to the application deadline. Applicants may obtain an application for admission via our Web address at <http://www.bluegrass.kctcs.edu/LCC/ADMISSIONS/> or by contacting the Office of Admission. 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.

First-Time Student (Freshman) Admission

Bluegrass Community and Technical 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) a \$20 application processing fee; (3) an official high school transcript or official passing GED scores; and (4) Bluegrass encourages all students who are graduating from high school to take the ACT test for several reasons. First, the ACT scores could exempt students from taking Bluegrass' mandatory placement tests. Secondly the scores could be important in the amount of the award for the Commonwealth's KEES scholarship program. The score could also be needed later for admission into certain selective admissions programs at Bluegrass or the University of Kentucky.

First-Time Transfer (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 Bluegrass Community and Technical College with a grade point average below 2.0 will be admitted on academic probation. Applicants for first time transfer status must submit the following information: (1) an application for admission; (2) a \$20 application processing fee; and (3) official transcripts of all previous college work. Students applying for any health program or the Computer and Information Technologies program should follow the admission guidelines on pages 60 - 71. Grades, credits, quality points, and academic status from courses taken at the University of Kentucky or other colleges within the Kentucky Community and Technical College System

(KCTCS) are transferred when the student enrolls at Bluegrass Community and Technical 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 and the Kentucky Community and Technical College System (KCTCS) are not transferred when the student enrolls at Bluegrass Community and Technical College.

International Student Admission Application & Document Deadline

<u>Term</u>	<u>Absolute Deadline</u>
Fall 2005	May 1, 2005
Spring 2006	October 2, 2005
Summer I 2006	February 17, 2006
Summer II 2006	March 10, 2006
Fall 2006	May 1, 2006

**Please note that International applicants are not eligible to apply for Spring II and/or Fall II terms due to SEVIS reporting regulations.*

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 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; (3) an official document in English which verifies the applicant's completion of the secondary level of education ; and (4) a \$20 application processing fee .

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 Bluegrass Community and Technical 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. *Note:* 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 \$645 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.

Non-Degree or Visiting Student Admission

Students who are currently enrolled at another institution who wish to attend Bluegrass for one semester are considered visiting students. Visiting students must submit the following information before the appropriate deadline (for each semester in which they wish to enroll): (1) an application for admission; (2) a letter of good standing from the Registrar of the current institution that reflects the current G.P.A. ; and (3) a \$20 application processing fee. International visiting students should consult the guidelines for international student admission as additional information is required. Please note that non-degree students are permitted to enroll for a maximum of six credit hours per semester, and are ineligible to receive financial aid or Veteran Educational Benefits. Non-degree applicants must submit the following information before the appropriate deadline: (1) an application for admission and (2) a \$20 application processing fee. Any student taking a course in either English or math must take the respective placement test or show other evidence of completion of prerequisite college courses. In addition, applicants with previous college work must be eligible to return to the previous institution without an interruption of one or more regular semesters and the student must provide satisfactory evidence of this good standing before admission.

Admission of High School Students

Under certain conditions, students who are currently attending high school may be eligible for admission to Bluegrass Community and Technical 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, along with a \$20 application processing fee
 - 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 Bluegrass Community and Technical College for final approval.

Distance Learning Admission

Distance Learning applicants must submit an application for admission through the Kentucky Virtual University (KYVU) at www.kyvuu.org or submit an application through the Office of Admissions. All Distance Learning applicants will initially be admitted according to the non-degree student admission guidelines unless they are currently enrolled as a student at Bluegrass Community and Technical College. Refer to the Non-Degree Student section for admission information.

Admission to Technical (Career) Programs

Admission to Bluegrass Community and Technical 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 CIT 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 Bluegrass Community and Technical 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 Technologies program should follow the admission guidelines on pages 60-71

Readmission

Students who leave Bluegrass Community and Technical College for a fall or spring semester must submit the following information by the priority deadline: (1) an application for admission; (2) a \$20 application processing fee; and (3) official transcripts of any academic work attempted while not enrolled at Bluegrass. If you were placed on Academic Suspension upon your last enrollment at Bluegrass, you must also apply by the priority application deadline and submit a Suspension Reinstatement Form. This form may also be received through the Office of Admissions, 200 Oswald Building.

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 Bluegrass Community and Technical College Office of Admissions, your local high school counselor, or ACT Test Administration, P.O. Box 168, Iowa

City, Iowa 52243. The ACT code for Bluegrass is 1531. Bluegrass Community and Technical 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. Note: Bluegrass encourages all students who are graduating from high school to take the ACT test for several reasons. First, the ACT scores could exempt students from taking Bluegrass' mandatory placement tests. Secondly the scores could be important in the amount of the award for the Commonwealth's KEES scholarship program. The score could also be needed later for admission into certain selective admissions programs at Bluegrass or the University of Kentucky.

Academic Bankruptcy

A student who has been admitted or readmitted after having remained out of both Bluegrass Community and Technical College and the University of Kentucky 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 BCTC 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, 470 Cooper Drive, Lexington, KY 40506-0235, (859) 257-4872 ext. 5111 or toll free at 1-866-774-4872, ext. 5111 or obtain an application through our Web site at <http://www.bluegrass.kctcs.edu/LCC/ADMISSIONS/>. Students applying for a distance-learning course should apply through Kentucky Virtual University (KYVU) at www.kyvuu.org. 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. *Note:* Bluegrass encourages all students who are graduating from high school to take the ACT test for several reasons. First, the ACT scores could exempt students from taking Bluegrass' mandatory placement tests. Secondly the scores could be important in the amount of the award for the Commonwealth's KEES scholarship program. The score could also be needed later for admission into certain selective admissions programs at Bluegrass or the University of Kentucky. Advanced standing students must submit an official transcript from each institution attended.
3. Students will be notified of admission status by mail.

TUITION AND FEES

2005 - 2006

Status	Semester (Full-time) ¹	Part-time Per Credit Hour
Resident	\$1,501*	\$114.25+
Nonresident	\$3,853*	\$310.25+
Contiguous Counties	\$1,741*	\$134.25+

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Mandatory Registration Fees

*Includes the mandatory registration fees of \$325

+Includes the mandatory registration fees of \$16.25

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

Note: There is a \$10.00 Lab Fee, flat rate, in any term, for each Chemistry or Biology lab.

Refund and Fee Liability Policy

Tuition and fees are assessed and payable at the time of registration and are refundable according to the “Refunds” section listed below. All tuition and fees should be paid in full **prior to the 1st day of classes** for each session of the term unless prior arrangement has been made with the college’s business office. Charges for services are non-refundable unless specifically stated as refundable. Please see 2005-06 Academic Calendar for specifics.

Students who have not paid their tuition and fees or arranged for a payment plan **prior to the 1st day of classes** of the session are subject to having their registration cancelled for nonpayment. Students cancelled for nonpayment 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 nonpayment is re-enrolled, a late payment charge per the KCTCS Schedule of Allowable Charges will be assessed for that session. All tuition and fees and the late payment charge must be satisfied at the time of re-instatement.

Tuition Refund

In order to receive a tuition refund, a student must officially withdraw within the refund period listed below. Official withdraw (also known as “drop” or “dropping a course”) is defined as completing a Withdrawal Form with the Record’s Office in accordance to instructions listed on the form. **NOTE:** Telephone calls and/or emails that you are dropping the course or out of college are **not** acceptable. It is the responsibility of the student to initiate and complete the course withdraw process and to understand the result of withdrawing from a course(s), i.e., graduation requirements, student financial aid, scholarship eligibility and awards.

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*

<u>Session</u>	<u>100%</u>	<u>50%</u>	<u>No Refund</u>
16-week	Within 7 th day	8 th -29 th days	After 29 th day
8-week	Within 4 th day	5 th -15 th days	After 15 th day
6-week	Within 3 rd day	4 th -11 th days	After 11 th day
4-week	Within 1 st day	2 nd -7 th days	After 7 th day

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

Payment Plan Option

Students may choose to participate in KCTCS' flexible tuition and fee payment plan. Prior to the 1st day of class, students desiring a flexible payment plan must contact the business office on each campus and sign up for the plan. There is a \$25.00 per term non-refundable service charge for using the payment plan. Students have the option, depending on registration date, to enroll in one of three payment plan options listed below:

Plans	Service Charge	% Down	Monthly Payments	Availability
<i>Option 1</i>	\$25	None	4	Advance registration only
<i>Option 2</i>	\$25	25%	3	Through advance registration
<i>Option 3</i>	\$25	50%	2	Through regular registration

Total payment of the balance of tuition and fees must be made by the required date. Please contact the college business office for specifics.

Financial Delinquency

Any student who is delinquent in financial obligations to the college, or any division or organization of the college or KCTCS 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 may be referred to an outside collection agency. Please note, referred accounts are subject to collection fees in addition to the amount owed the college and are the responsibility of the delinquent party. The delinquency, if referred to a collection agency, is also subject to being listed with credit reporting agencies. Specific questions may be directed to your college's business office.

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 BCTC Business Office, 215 Oswald Building, Cooper Campus, (859) 257-4872 ext. 4300. Questions concerning tuition refunds may be directed to the Registrar's Office, 206 Oswald Building, (859) 257-4872, ext. 4285.

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/Student Rights and Responsibilities*. A copy of the KCTCS *Code of Student Conduct* can be found online at <http://www.kctcs.edu/student/code.htm>

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Bluegrass Community and Technical 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 Bluegrass Community and Technical 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. 4285.

Transcripts

Copies of transcripts will be furnished upon request (within 24 hours) for a cost of \$5 per copy. Transcripts issued the same day will cost \$8 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, 470 Cooper Drive, Lexington, KY 40506-0235.