BCTC Student Handbook 2011-2012

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Vision

Bluegrass Community and Technical college aspires to teaching and learning excellence, student success, and creative solutions for educational, economic, and community challenges.

Values

As an organization that serves and learns, made up of students, faculty, and staff, and supported by boards, councils, and advisors, BCTC is guided by these core values:

Building Respect

- **Authenticity**
  We act with integrity and uphold our commitments.
- **Inclusion**
  We empower students, faculty, and staff to create an inclusive culture through open access, shared experience, and mutual respect.

Communicating

- **Meaningful Interaction**
  We value considerate and productive communication, empowered listening, and diversity of thought and expression.
- **Focus on Learning**
  We support lifelong learning through teaching and service that nurture emotional and intellectual growth to foster meaningful lives.

Transforming

- **Innovation**
  We embrace challenges using new, creative, and flexible ideas and actions that seek improvements and support educational excellence.
- **Responsiveness**
  We assess needs, create partnerships, and take initiative to support the economic and cultural development of the communities we serve.

Creating Community

- **Positive Environment**
  We embrace joy and celebration in our learning and working environment.
- **Collaboration**
  We cooperate toward common goals, striving to create positive results by being helpful, courteous, and kind.

Mission

With students at the heart of our mission, Bluegrass Community and Technical College (BCTC) provides excellence in teaching and learning. Through comprehensive and responsive programs and services, the college sustains a strong partnership with our communities to improve economic vitality and quality of life in the region. BCTC strives for a physical and intellectual environment that promotes access to life-long learning and a commitment to diversity.

The college meets the needs of a broad community of learners, both individuals and business and industry, by offering literacy skills, developmental education, workforce training, continuing education, liberal arts, and technical programs at multiple campus sites and through distance learning. BCTC works to foster professional competence, critical thinking, cultural and global awareness, civic responsibility, and a commitment to environmental sustainability within the college community. Graduates are awarded associate degrees, diplomas, and certificates in preparation for careers or for transfer to baccalaureate programs.

With the passage of the *Kentucky Postsecondary Education Improvement Act of 1997,* Central Kentucky Technical College (CKTC) became part of the Kentucky Community and Technical College System (KCTCS). *House Joint Resolution 214* joined Lexington Community College with KCTCS, resulting in consolidation with CKTC to form Bluegrass Community and Technical College in 2005. BCTC is a comprehensive public two-year, degree-granting community and technical college serving primarily the central Kentucky region.

Bluegrass Community and Technical College's goals focus on:

- Student Access and Success
- Teaching and Learning
- Economic Development
- Community Outreach
- Diversity and Global Awareness
- Technology and Communication
- Assessment and Evaluation
- Student and Customer Service

Bluegrass Community & Technical College Board Members

Kandi Bennett
President, Student Government Association

Annissa M. Franklin
Office Manager, Urban League of Lexington

Marcia Freyman
Faculty Representative/Bluegrass Community & Technical College

Florence Huffman
Attorney, Private Practice

Donna Heath Johnson
Staff Representative/Bluegrass Community & Technical College

Bob McNulty
U.S. Postal Service/Letter Carrier

Jonah Mitchell
Realtor/Broker

Robert E. Rowland
Retired Superintendent, Danville Independent Schools

S. Dudley Taylor
Peoples Exchange Bank, Winchester

Ron L. Walker, Jr.
Assistant U.S. Attorney, Eastern District of Kentucky

Bluegrass Community and Technical College

Kentucky Community and Technical College System
Dr. Michael McCall, President

College President/CEO
Dr. Augusta A. Julian

Vice President of Academics
Dr. David Hellmich

Dean, Academics
Dr. Sandy Carey
Dr. Bonnie Nicholson
Dr. Greg Feeney

Vice President of Finance and Operations
Lisa G. Bell

Vice President of Student Development and Enrollment Management
Dr. Palisa Williams Rushin

Vice President of Workforce and Institutional Development
W. Mark Manuel

Admissions
Shelbie Hugle, Director

Registration
Becky Harp Stephens, Registrar

Financial Aid
Runan Pendergrast, Director

Student Billing
Craig Dundon, Director

Academics Leadership

Allied Health	Martin Baxter
Business and Education	Jenny Jones
Communications, History, Languages, & Social Sciences	Vicki Wilson
Computer Sciences & Information Systems	Debbie Holt
Distance Learning	Dr. Ben Worth
Humanities	Diana Martin
Learning Resource Center	Charles James
Manufacturing Industrial Technology	Paul Turner
Mathematics and Statistics	Ruth Simms
Natural Sciences	Tammy Liles
Nursing	Karen Mayo
Secondary Partnerships	Dr. Rebecca Simms
Trades and Technologies	Michael McMillen

ACCREDITATION

Bluegrass Community & Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, to award associate degrees. Bluegrass Community & Technical College is an equal opportunity employer and education institution.

Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
(304) 679-4501
http://www.sacs.org

BCTC Title IV Code 005244
BCTC ACT Code 1531
BCTC TOEFL Code 1474

Campus Locations

Bluegrass Community and Technical College is a comprehensive two-year college with six campuses in the central Kentucky area, including facilities on Cooper Drive, Leestown Road, and Regency Road in Lexington. In addition, there are campuses in Lawrenceburg, Danville, and Winchester. Courses also are being offered in Georgetown, Lancaster, and Nicholasville and in conjunction with the North American Racing Academy.

 Danville Campus
59 Corporate Dr.
Danville, KY 40422-9690
(859) 239-7030

 Georgetown Advanced Manufacturing Center
Mail Drop: PSC/NA-K
1001 Cherry Blossom Way
Georgetown, KY 40324
Contact Carol Crawford at (502) 570-6357

 Lancaster
67 Public Square
Lancaster, KY 40444
Contact (859) 792-1513 or toll free at 1-800-465-9191 (press 9 for operator, then request to be transferred to the Lancaster Higher Education Center)

 Lawrenceburg Campus
1500 Bypass North, US 127
Lawrenceburg, KY 40342-9465
(502) 839-8488

 Lexington

 Cooper Campus
470 Cooper Dr.
Lexington, KY 40506-0235
(859) 246-6200

 Downtown Education Center
120 West High Street
Lexington, KY 40507-1826
(859) 253-9603

 Leestown Campus
164 Opportunity Way
Lexington, KY 40511-2623
(859) 246-6200

 North American Racing Academy
Kentucky Horse Park
4089 Iron Works Parkway
Lexington, KY 40511
Thoroughbred Training Center
3380 Paris Pike
Lexington, KY 40511
Contact (859) 293-0209

 Regency Campus
2659 Regency Road
Lexington, KY 40503-2922
(859) 246-6200

 Winchester-Clark County Campus
2020 Rolling Hills Lane
Winchester, KY 40391-1804
(859) 737-3098

Academic Programs

As an accredited community college, Bluegrass Community and Technical College offers pre-baccalaureate programs and more than 38 technical programs. Our general studies courses are transferable to nearly every accredited college in the country. BCTC offers programs leading to the Associate in Applied Science (A.A.S.), the Associate in Arts (A.A.), and the Associate in Science (A.S.) degrees, as well as several certificates and diplomas in technical areas.

The main emphasis of the A.A.S. degree is to prepare graduates for immediate employment, while the A.A. and A.S. degrees are awarded to students planning to transfer to a baccalaureate program. Several focus areas, which are approved combinations of related courses, are offered as part of the A.A. and A.S. degrees. These focus areas consist of course clusters totaling 12-21 credit hours with at least one 200-level course and may be used to fulfill a number of pre-major requirements for a baccalaureate degree. See Programs of Study for details.

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. Associate in Applied Science (A.A.S.) degrees, certificates, and diplomas are granted in these technical programs.

Pre-Baccalaureate/Transfer Program

BCTC is the top transfer school in Kentucky. An associate's degree from BCTC provides an excellent foundation for a bachelor's degree. Each year, approximately 1,000 students transfer from BCTC to four-year institutions to earn their bachelor's degrees.

Students enrolled in the pre-baccalaureate program at BCTC take courses that fulfill general education and pre-major requirements at four-year institutions. Through the Kentucky General Education Transfer Agreement, students who complete the general education requirements at BCTC do not have to take additional courses to meet general education requirements at other Kentucky public colleges or universities.

Collaborative programs with the University of Kentucky (BCTCblue+), Eastern Kentucky University (BCTC Colonel) and Kentucky State University (BCTC Green & Gold) offer guaranteed admission for BCTC students who earn their associate of arts or science degree, as well as numerous other benefits.

BCTC is home to the first Transfer Center at a community college in Kentucky. Transfer Center Advisors work closely with students to assist them in preparing for the transfer process. For more information on the Transfer Center, please see the Student Services section.

Students interested in transferring to a four-year institution should work closely with their academic advisor and a Transfer Center advisor to be sure they take courses that meet the requirements at the institution to which they plan to transfer.

Contact: Angel Clay, Transfer Center Director, (859) 246-6228 or the Transfer Center.

Adult Education Programs

The Adult Education Programs at Bluegrass Community and Technical College serve anyone 16 and older in Boyle and Fayette counties who is not currently enrolled in a secondary school. The Adult Education Programs provide a number of educational services, including:

- Assistance with COMPASS/ACT exam preparation
  - Tutoring in reading, English, and math
  - Instruction in English as a Second Language
  - Assistance with writing academic papers
  - Assistance with basic computer skills.

The BCTC Adult Education Programs have sites in Danville and Lexington to meet your needs. For more information, call (859) 238-2171 or email Melissa.Rowe@kctcs.edu for Danville. For Lexington, call (859) 246-6611 or email David.Sturgill@kctcs.edu.

Distance Education

Bluegrass Community and Technical College offers undergraduate distance learning courses applicable for transfer or technical programs. These courses are offered at the same tuition rate as the traditional classes and serve the needs of highly motivated students whose personal schedules may not allow opportunity for on-campus contact or in-person meeting dates.

All online courses require frequent use of a computer and e-mail communication with the instructor. Some require a proctor for exams; others may use a testing window of time.

Local online classes are offered only to students of BCTC and typically follow the same start and end dates as the traditional in-person classes. World-wide online classes are offered to students around the world. BCTC students may take online classes from any of the other fifteen member institutions of KCTCS as though the class is offered by BCTC, allowing students the choice of hundreds more classes. A complete listing of these classes can be found in the Schedule of Classes.

Hybrid classes are a combination of traditional and online formats—approximately half the class time is in the classroom and half of the instruction is delivered online. Hybrid classes typically meet one time per week on campus and communicate regularly with the instructor via e-mail.

Honors Program

Bluegrass Community and Technical College Honors Program seeks to provide an intellectually challenging college experience for students who are self motivated and seek a higher level of knowledge. The Honors Program provides a unique learning opportunity for students with outstanding intellectual ability, diverse interests, and strong motivation. The goal of the program is to enhance the learning environment for BCTC students through a combination of a special honors course, honors sections of regular courses, and out of class experiences.

Program Benefits

- Honors advising
- Priority registration
- Small classes
- Cultural and social activities
- Advanced university preparation
- Honors certificate of completion presented with diploma
- Opportunity to serve as Presidential Ambassador
- Official transcript notification certifying “Honors Program Graduate”
- Transfer institution visits

Admission to the Honors Program

First-time freshmen will be automatically accepted into the Honors Program if they meet *one* of the following criteria:

1. Are in the top 15 percent of high school graduating class and test into college-level courses.
2. Have a high school GPA of 3.5 or higher on a 4 point scale.
3. Have an enhanced ACT composite score of 25 or higher or a combined score on the SAT-I of 1100 or higher.

Incoming freshmen *not* meeting one of the above criteria, transfer students, and/or any currently enrolled BCTC student who has a minimum cumulative BCTC GPA of 3.5 with a minimum of 12 credit hours of college-level course work may also apply for admission to the Honors Program by submitting the following: Letter of interest and Interview with Honors Coordinator.

All students (Freshman, transfer, and current) interested in being admitted to the Honors Program will need to complete an Honors Application.

Opportunity College

Opportunity College is a collaboration between district high schools and Bluegrass Community and Technical College. This collaboration provides juniors and seniors with the opportunity to earn college credit while still in high school. Dual credit and dual enrollment course are available in both transferable general education courses and technical education courses.

FasTrack Weekend College

Students have the opportunity to complete general education and technical courses that can fulfill degree requirements. Classes are offered on a Fall/Spring sequence on Saturday morning and Saturday afternoon; selective Sunday afternoon classes are also available.

Workforce and Continuing Professional Education

Considerable emphasis is given to continuing education programs designed to meet the needs of our business community. Since new developments in most fields of endeavor require updating of one's knowledge and skills, it is important for each member of our workforce to engage in lifelong learning. Bluegrass Community and Technical College's Workforce Solutions office is committed to providing quality educational opportunities for business, industry, and individuals in the Bluegrass region. Workforce Solutions offers both credit and non-credit courses to those desiring to further their education. These programs include evening classes, workshops, seminars, and short courses, both on and off campus.

Workforce Solutions provides customized training for the employees of business and industry to ensure that our workforce is competitive in the global marketplace. The training offered covers the full spectrum of skills 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 who meet the criteria as established by the Commission on Colleges of the Southern Association of Colleges and Schools. Workforce Solutions also operates a full assessment center that provides pre-employment, certification, and skill assessments to individuals and companies.

2011 - 2012 Academic Calendars

Fall 2011 Calendars

Fall 2011

May 2	Mon	Last day for international students to apply for admission
July 15	Fri	Last day to pay tuition for students who registered prior to July 1
July 18	Fri.	First-time Freshman Deadline
August 1	Mon	Absolute deadline for admission
August 9-15	Tue-Mon	Add/drop and registration continues for new and continuing students
August 16	Tues	Last day to pay tuition for students who registered July 1-August 16
August 17	Wed	Class work begins
August 17-23	Wed-Tue	Add/Drop and Registration continues for new and continuing students. **NOTE:** Payment for tuition and related charges is due at the time of registration
August 19	Fri	-Last day to enter an organized class without instructor permission -Last day to utilize PeopleSoft's self-service to add/drop/register
August 23	Tue	-Last day to enter an organized class with instructor permission -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit)
September 5	Mon	Labor Day—Academic Holiday
September 9	Fri	Last day to file an application for a December credential
September 15	Thu	Last day to reduce course load and receive a 50% refund
September 30	Fri.	Last day to apply for admission to fall II session
October 6-9	Thu-Sun	Fall Break—Academic Holidays
October 12	Wed	-Last day for students, at their discretion, to withdraw from a 16-week class and receive a grade of W -Last day to change grading option (credit to audit)
Oct 24-Nov 11		Priority registration for Spring 2012 semester for currently enrolled students.
Nov 23-26	Wed-Sat	Thanksgiving Holiday—Academic Holidays
December 1	Thur.	Last day to apply for admission for the spring semester
December 2	Fri	Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W
December 3	Sat	End of class work
December 4-10	Sun-Sat	Final examinations
December 10	Sat	End of semester

Fall 2011 First 8-Week

May 2	Mon	Last day for international students to apply for admission
July 15	Fri	Last day to pay tuition for students who registered prior to July 1
August 1	Mon	Absolute deadline for admission
August 9-15	Tue-Mon	Add/drop and registration for new and continuing students
August 16	Tues	Last day to pay tuition for students who registered July 1-August 16
August 17	Wed	Class work begins
August 17-19	Wed-Fri	Add/Drop and Registration continues for new and continuing students. **Note:** Payment for tuition and related charges is due at the time of registration
August 17	Wed	**-**Last day to enter an organized class without instructor permission **-**Last day to utilize PeopleSoft's self-service to add/drop/register
August 19	Fri	-Last day to enter an organized class with instructor permission -Last day to drop without a grade -Last day to reduce course load or cancel registration for a full refund of fees -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit)
August 31	Wed	Last day to reduce course load and receive a 50% refund
September 5	Mon	Labor Day—Academic Holiday
September 9	Fri	Last day to file an application for a December credential
September 14	Wed	-Last day for students, at their discretion, to withdraw from an 8-week class and receive a grade of W. -Last day to change grading option (credit to audit)
October 4	Tue	**-**Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W **-**End of class work
October 5	Wed	**-**Final examinations **-**End of session

Fall 2011 Second 8-Week

May 2	Mon	Last day for international students to apply for admission
September 30	Fri	Last day to apply for admission
Oct. 3-5 &10-13	Mon-Wed Mon-Thu	Registration for new and continuing students
October 10	Mon	**-**Class work begins
October 11	Tue	**-**Last day to enter an organized class without instructor permission
October 13	Thu	**-**Last day to enter an organized class with instructor permission -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit) -Last day to pay tuition and related charges
Oct. 24-Nov 11		Priority registration for Spring 2012 semester for currently enrolled students
October 24	Mon	Last day to reduce course load and receive a 50% refund
November 7	Mon	-Last day for students, at their discretion, to withdraw from an 8-week class and receive a grade of W -Last day to change grading option (credit to audit)
Nov 23-26	Wed-Sat	Thanksgiving Holiday—Academic Holidays
December 2	Fri	Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W
December 3	Sat	End of class work
December 4-10	Sun-Sat	Final examinations
December 10	Sat	End of session

Spring 2012 Calendars

Spring 2012

October 24-Nov 11		Priority registration for currently enrolled students
September 1	Thu	Last day for international students to apply for admission
December 1	Thu	Absolute deadline for admission
December 2	Fri	Last day to pay tuition and related charges for students who registered prior to November 12

January 3-5	Tue-Thu	Add/Drop and registration continues for new and continuing students
January 6	Fri	Last day to pay tuition and related charges for students who registered November 12-January 6
January 8	Sun	Class work begins
January 9-13	Mon-Fri	Add/Drop and Registration continues for new and continuing students. **Note:** Payment for tuition and related charges is due at the time of registration
January 11	Wed	-Last day to enter an organized class without instructor's permission -Last day to utilize PeopleSoft's self-service to add/drop/register
January 13	Fri	-Last day to enter an organized class -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit)
January 16	Mon	Martin Luther King Day—Academic Holiday
February 7	Tue	Last day to reduce course load and receive a 50 percent refund
February 10	Fri	Last day to file an application for a May credential
February 20	Mon	President's Day—Academic Holiday
February 24	Fri.	Last day to apply for sping II
March 5	Mon	-Last day for students, at their discretion, to withdraw from a 16-week class and receive a grade of W -Last day to change grading option (credit to audit)
March 12-18	Mon-Sun	Spring Break—Academic Holidays
March 26-April 13		Priority Registration for Summer and Fall 2012 semesters for currently enrolled students
April 6-8	Fri-Sun	Good Friday—Academic Holidays
April 27	Fri	Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W
April 28	Sat	End of class work
Apr 29-May 5	Sun-Sat	Final examinations
May 5	Sat	End of semester

Spring 2012 First 8-Week

Oct. 24-Nov 11		Priority registration for currently enrolled students
September 1	Thu	Last day for international students to apply for admission
December 1	Thu	Absolute deadline for admission
December 2	Fri	Last day to pay tuition and related charges for students who registered prior to November 12
January 3-5	Tue-Thu	Add/Drop and registration continues for new and continuing students
January 6	Fri	Last day to pay tuition and related charges for students who registered November 13-January 6
January 8	Sun	-Class work begins -Last day to enter an organized class without instructor permission
January 9-11	Mon-Wed	Add/Drop and Registration continues for new and continuing students. **Note:** Payment for tuition and related charges is due at the time of registration
January 11	Wed	-Last day to enter an organized class with instructor permission -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit)
January 16	Mon	Martin Luther King Day—Academic Holiday
January 24	Tue	Last day to reduce course load and receive a 50% refund
February 6	Mon	-Last day for students, at their discretion, to withdraw from an 8-week class and receive a grade of W. -Last day to change grading option (credit to audit)
February 10	Fri	Last day to file an application for a May credential
February 20	Mon	President's Day—Academic Holiday
March 1	Thu	-Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W -End of class work
March 2	Fri	-Final examinations -End of session

Spring 2012 Second 8-Week

September 1	Thu	Last day for international students to apply for admission
February 24	Fri	Last day to apply for admission

March 1-9	Thu-Fri	- Add/Drop and registration continues for new and continuing students
March 7	Wed	-Class work begins
March 8	Thu	-Last day to enter an organized class without instructor permission
March 9	Fri	-Last day to enter an organized class with instructor permission -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit) -Last day to pay tuition
March 12-18	Mon-Sat	Spring Break—Academic Holidays
March 21	Wed	Last day to reduce course load and receive a 50% refund
March 26-April 13		Priority Registration for Summer and Fall 2012 semester for currently enrolled students
April 6-8	Fri-Sun	Good Friday—Academic Holidays
April 11	Wed	-Last day for students, at their discretion, to withdraw from an 8-week class and receive a grade of W -Last day to change grading option (credit to audit)
April 27	Fri	Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W
April 28	Sat	End of class work
Apr 29-May 5	Sun-Sat	Final examinations
May 5	Sat	End of session

Summer 2012 Calendars

Summer 1 2012 4-Week

February 10	Fri	Last day for international students to apply for admission
April 20	Fri	Last day to apply for admission
May 7-8	Mon-Tue	Add/Drop and registration for new and continuing students. **Note:** Payment for tuition and related charges is due at the time of registration during this period
May 7	Mon	-Last day to enter an organized class without instructor permission -Last day to utilize PeopleSoft's self-service to add/drop/register -Last day to pay tuition and related charges
May 8	Tue	-Class work begins -Last day to enter an organized class with instructor approval -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit)
May 14	Mon	Last day to reduce course load and receive a 50% refund
May 22	Tue	-Last day for students, at their discretion, to withdraw from a 4-week class and receive a grade of W -Last day to change grading option (credit to audit)
May 28	Mon	Memorial Day—Academic Holiday
June 4	Mon	-Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W -End of class work
June 5	Tue	-Final examinations -End of session

Summer 1 2012 6-Week

February 10	Fri	Last day for international students to apply for admission
April 20	Fri	Last day to apply for admission
May 7	Mon	Last day to pay tuition and related charges
May 7-10	Mon-Thu	Add/Drop and registration for new and continuing students. **Note:** Payment for tuition and related charges is due at the time of registration during this period
May 8	Tue	Class work begins
May 9	Wed	-Last day to enter an organized class without instructor permission -Last day to utilize PeopleSoft's self-service to add/drop/register
May 10	Thu	-Last day to enter an organized class with instructor permission -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade;

		audit to credit)
May 18	Fri	Last day to reduce course load and receive a 50% refund
May 28	Mon	Memorial Day—Academic Holiday
May 29	Tue	-Last day for students, at their discretion, to withdraw from a 6-week class and receive a grade of W -Last day to change grading option (credit to audit)
June 18	Mon	-Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W -End of class work
June 19	Tue	-Final examinations -End of session

Summer 1 2012 8-Week

February 10	Fri	Last day for international students to apply for admission
April 20	Fri	Last day to apply for admission
May 7	Mon	Last day to pay tuition and related charges
May 7-11	Mon-Fri	Add/Drop and registration for new and continuing students. **Note:** Payment for tuition and related charges is due at the time of registration during this period
May 8	Tue	Class work begins
May 9	Wed	-Last day to enter an organized class without instructor approval -Last day to utilize PeopleSoft's self-service to add/drop/register
May 11	Fri	-Last day to enter an organized class with instructor approval -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit)
May 22	Tue	Last day to reduce course load and receive a 50% refund
May 28	Mon	Memorial Day—Academic Holiday
June 5	Tue	-Last day for students, at their discretion, to withdraw from a 8 week class and receive a grade of W -Last day to change grading option (credit to audit)
June 22	Fri	Last day to apply for an August credential
July2	Mon	-Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W -End of class work
July 3	Tue	-Final examinations -End of session
July 4	Wed	Independence Day Observed—Academic Holiday

Summer 2 2012 4-Week

March 2	Fri	Last day for international students to apply for admission
June 8	Fri	Last day to apply for admission
June 20-21	Wed-Thu	Add/Drop and registration for new and continuing students. **Note:** Payment for tuition and related charges is due at the time of registration during this period
June 20	Wed	-Last day to enter an organized class without instructor permission -Last day to utilize PeopleSoft's self-service to add/drop/register -Last day to pay tuition and related charges
June 21	Thu	-Class work begins -Last day to enter an organized class with instructor approval -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit)
June 22	Fri	Last day to apply for an August credential
June 27	Wed	Last day to reduce course load and receive a 50% refund
July 4	Wed	Independence Day Observed—Academic Holiday
July 5	Thu	-Last day for students, at their discretion, to withdraw from a 4-week class and receive a grade of W -Last day to change grading option (credit to audit)
July 18	Wed	-Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W -End of class work
July 19	Thu	Final examinations End of session

Summer 2 2012 6-Week

March 2	Fri	Last day for international students to apply for admission
June 8	Fri	Last day to apply for admission
June 20	Wed	Last day to pay tuition and related charges
June 20-25	Wed-Mon	Add/Drop and registration for new and continuing students. **Note:** Payment for tuition and related charges is due at the time of registration during this period
June 21	Thu	Class work begins
June 22	Fri	-Last day to enter an organized class without instructor permission -Last day to utilize PeopleSoft's self-service to add/drop/register -Last day to apply for an August credential
June 25	Mon	-Last day to enter an organized class with instructor permission -Last day to reduce course load or cancel registration for a full refund of fees -Last day to drop without a grade -Last day to change grading option (letter grade to pass/fail; pass/fail to letter grade; audit to credit)
June 29	Fri	Last day to reduce course load and receive a 50% refund
July 4	Wed	Independence Day Observed—Academic Holiday
July 19	Thu	-Last day for students, at their discretion, to withdraw from a 6 week class and receive a grade of W -Last day to change grading option (credit to audit)
August 1	Wed	-Last day for a student, at the instructor's discretion, to officially withdraw from a class and receive a grade of W -End of class work
August 2	Thu	-Final examinations -End of session

Closing and Delay Procedures

Weather or Emergency Closing Information

Closing Policy Statement

During any inclement weather or other emergency, it is the policy of BCTC to keep all offices open and classes in session as scheduled if possible and practical. If a decision on cancellation or delay of college operations is necessary, the college president will consult with college leadership. The Public Information and Marketing office will update information for the media and the college community.

PLEASE NOTE: *BCTC closures will be implemented on a campus-by-campus basis depending on the conditions in each city or class location.*

If classes at a site are cancelled, that particular campus will be closed. If a delay is necessary, that campus will open at 9:30 a.m. Employees will report at the start time for classes, and services will begin at that time. If classes are cancelled for the day, night classes are also cancelled.

Closing announcements will be made on the BCTC infoline, BCTC website, or through SNAP emergency notification messages. The timely receipt of SNAP messages may depend on your cell carrier. Announcements will also be provided to the media. TV and radio stations are given correct information, but the college cannot guarantee those messages will be displayed or stated accurately.

If a cancellation or delay announcement becomes necessary, the below messages will be announced.
Announcement Messages

In the event of all-day CANCELLATION of classes, the following announcement will be made:

- Announcement: "Classes at Bluegrass Community and Technical College (campus location) are cancelled today (date)."

In the event of a DELAYED opening, the following announcement will be made:

- Announcement: "Bluegrass Community and Technical College (campus location) opens at 9:30 a.m. today (date).

PLEASE NOTE: *All classes in session as of 9:30 a.m. (scheduled to start on or before 9:30 a.m.) will end as normally scheduled. All later classes will start and end at their normal times.*

In the event of a CANCELLATION of day classes during the day or CANCELLATION of night classes, the following announcement will be made:

- Announcement: "Classes at the Bluegrass Community and Technical College (Campus Location) beginning at (time) and after are cancelled.

Where to Get Information

The most up-to-date and complete information can be obtained through the following official college sources:

- BCTC infoline at 859-246-4636 or 859-246-6200 or Toll-free at 866-774-4872
- BCTC website home page
- Sign up for voicemail, email and/or text messages received on your cell phone
- BCTC Facebook Page

Closing and delay messages will be posted by the college on the following TV and radio stations. TV and radio stations are given correct information; however, if you hear or see an announcement of a delay or cancellation, it is best to double check one of the college's official sources above.

- Television
  Channel 18
  Channel 27
  Channel 36
  Channel 56
- Radio
  98.1 The Bull
  98.2 100.1 WKQQ
  98.3 630 WLAP104.5 WLKT FM
  98.4 94.5 Mix WMXL
  98.5 105.5 Great Oldies
  98.6 1580 AM
  98.7 590 WVLK AM
  98.8 K93 FM
  98.9 Z103 FM
  98.10 101.5 FM
  98.11 102.5 FM
  98.12 WUKY
  98.13 WHIR

Admissions

Application & Document Deadlines 2011-2012

Term	Priority & Postmark	
Fall 2010	July 18, 2011	First-time Freshman Deadline
Fall 2011	August 1, 2011	(All Other Applicants)
Fall II 2011	September 30, 2011	
Spring 2012	December 1, 2011	
Spring II 2012	February 24, 2012	
Summer I 2012	April 20, 2012	
Summer II 2012	June 8, 2012	
Fall 2012	August 1, 2012	

Applications and documents sent through the mail should be postmarked at least one week prior to the application deadline. Students may obtain an application for admission via our web address or by contacting the Office of Admissions or (859) 246-6210. International students have an earlier application and document deadline for each semester. For selective program deadlines, please visit our website.

Admission Requirements

Admission for First-Time Students (Freshmen)

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 (1) an application for admission and (2) an official high school transcript or official passing GED scores. BCTC encourages all students who are graduating from high school to take the ACT test. ACT scores could exempt students from mandatory placement tests. The scores also could be important in the amount of the award for the Commonwealth's KEES scholarship program. ACT scores could be required for admission into selective admissions programs at BCTC or four-year institutions.

Admission for First-Time Transfer Students (Advanced Standing/Transfer)

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. Applicants for first time transfer status must submit (1) an application for admission and (2) official transcripts of all previous college work. Students applying for selective admission programs should follow the *Guidelines for Selective Admission Programs*.

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. Transfer students who were suspended from their previous institutions must sit out one fall or spring term before they are eligible to enroll at BCTC.

Grades, credits, quality points, and academic status from courses taken at other colleges within the Kentucky Community and Technical College System (KCTCS) are transferred when a student enrolls at Bluegrass Community and Technical College. Degree credit work completed at fully accredited institutions outside KCTCS 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 KCTCS are not transferred when a student enrolls at Bluegrass Community and Technical College.

Admission for International Students

Application & Document Deadlines

Term	Absolute Deadline
Fall 2011	May 13, 2011
Spring 2012	September 1, 2011
Summer I 2012	February 10, 2012
Summer II 2012	March 2, 2012
Fall 2012	May 1, 2012

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 nonresident alien applicant must submit the following additional information before the international student deadline:

1) Official scores of the Test of English as a Foreign Language (TOEFL)*, or
2) Documentation of completion of the fifth level of the University of Kentucky English as a Second Language Program, or
3) Documentation of earned grades of A or B in English 101 and 102 (or equivalent courses) at an accredited American college or a college in another country where English is the native language,
4) A current financial statement in English verifying that the necessary funds are available for the school year,
5) Official documentation in English that verifies completion of the secondary level of education,
6) Copies of current visa and immigration documents if currently residing in the United States.

*****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 the Educational Testing Service, P.O. Box 6155, Princeton, NJ 08541-6155, U.S.A. or inquire by email at toefl@ets.org. The telephone number is (609) 771-7100. Non-immigrant visa-holding applicants with a TOEFL

score greater than 400 on the paper based test or 32 internet-based test or an International English Language Testing Service **(**IELTS) overall band score of 3.7 may be admitted to a college's English as a Second Language (ESL) program.

Please be advised that BCTC requires a mandatory health insurance plan for international students at a cost of approximately $864 per year. If you have already enrolled in a health insurance plan that meets the BCTC requirement, including repatriation costs, you may apply for a waiver of participation in the BCTC Student Health Insurance Plan.

Admission for Non-Degree or Visiting Students
A student who is currently enrolled at another institution and who wishes to attend BCTC for one semester is considered a visiting student. Visiting students must submit the following information before the appropriate deadline (for each semester in which you wish to enroll): (1) an application for admission and (2) a letter of good standing with your current grade point average from the Registrar of the institution you currently attend. International visiting students should consult the guidelines for international student admission. Before enrolling in English or math courses, the appropriate placement test(s) must be taken or other evidence of completion of prerequisite college courses demonstrated. An applicant with previous college work must be eligible to return to the previous institution without a mandated interruption of one or more regular semesters, and the student must provide satisfactory evidence of this good standing before admission to BCTC.

A non-degree applicant must submit an application for admission before the appropriate deadline. Please note that a non-degree student is permitted to enroll for a maximum of six credit hours per semester and is ineligible to receive financial aid or Veteran educational benefits. A non-degree student who was suspended from a previous institution must have had an interruption of one fall or spring semester before she or he will be eligible to enroll at BCTC.

Admission for High School Students
Under certain conditions, a student who is 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 in any term. The condition of graduation from high school may be waived for a student currently enrolled in high school subject to certain guidelines. The applicant must: (1) have a junior or senior standing in high school, (2) submit an application for admission, signed by parent/guardian if the student is under 18 years of age, (3) submit an official high school transcript along with official ACT or SAT scores, or take the COMPASS exam at BCTC, and (4) provide a written recommendation from a high school guidance counselor, teacher, or other high school administrator.Upon receipt of admission documents, the Director of Admissions may tentatively approve the student's request and forward the request and all supporting documents to the President of BCTC for final approval.

Admission for Online Courses
All distance learning applicants will be admitted according to the category selected on the KCTCS/Bluegrass Community and Technical College Application for admission. More information concerning online classes can be found at the BCTC Office of Distance Learning.

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. Students applying for selective programs should follow the Guidelines for Selective Admissions Programs.

Technical standards have been developed for some programs and a high school transcript or GED certificate may be required. Certain programs may give preference to Kentucky residents.

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

Readmission
If you left Bluegrass Community and Technical College for a fall or spring semester and wish to re-enroll, you must submit an online application for admission by the deadline and submit official transcripts of any academic work attempted while not enrolled at BCTC. If you were placed on academic suspension during your last enrollment at BCTC, you also must submit a Suspension Reinstatement

Form. This form may be obtained from the Office of Admissions, 200 Oswald Building, Cooper Drive Campus, the One-Stop Student Service Center in Building C, Leestown Campus or one can be mailed to you.

The American College Test (ACT)

The American College Test (ACT) is administered on five test dates each year in the United States as well as several foreign countries. For information on the ACT, contact the Bluegrass Community and Technical College Office of Admissions, your local high school counselor, or the ACT Test Administration, P.O. Box 168, Iowa City, Iowa 52243. The ACT code for Bluegrass is **1531**. BCTC 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.

BCTC encourages all students who are graduating from high school to take the ACT test. The ACT scores could exempt students from mandatory placement tests, and the scores could affect the award of the Commonwealth's KEES scholarship program. ACT scores also could be needed later for admission into selective admissions programs at BCTC or other colleges or universities.

Tuition & Related Charges

Student billing statements are delivered electronically via each student's KCTCS email. Account balances may also be reviewed online using PeopleSoft self-service PeopleSoft student self-service access. It is the student's responsibility to activate and manage his or her KCTCS email account to prevent exceeding storage capacity. If storage capacity is exceeded and the student billing statement is returned as undeliverable, the student is still liable for all amounts due BCTC.

Delinquent (Past Due) Accounts

Students who are delinquent in financial obligations to the college or any division or organization of the college or any KCTCS college shall not be allowed to register for future terms, receive transcripts, transfer credits to another institution, or graduate. Accounts that are delinquent sixty (60) days or more are subject to being sent to the Kentucky Department of Revenue (DOR) for collection. Accounts sent to DOR will be assessed a 25% collection fee plus interest on the amount owed to the college.

Late Payment Charge

Student accounts not **paid in-full** by the published tuition due dates are subject to a **$50 late payment charge**. Refer to the BCTC Academic Calendar for published tuition payment deadlines.

*Tuition rates**

(per credit hour)

2011-2012 Academic Year

KY Resident	Contiguous Counties	Nonresident
$TBA	**$TBA**	**$TBA**

*At the time of printing the tuition rates had not yet been established by the KCTCS Board of Regents.

Note: Tuition rates are subject to change without notice. Other charges for services vary according to each student's academic need and situation.

New for 2011-2012 Academic Year - Guaranteed Tuition Rate for Returning Students

Returning students at each of the 16 KCTCS colleges will not be subject to a tuition increase for the 2011-12 academic year, if they enrolled during the fall 2010 or spring 2011 semesters. Eligible students will be assessed the same rate they paid during the 2010-11 academic year.

The eligibility guidelines for the guaranteed tuition program are:

- The guaranteed tuition rate is currently only valid for the 2011-12 academic year.
- Consecutive term enrollment is not required.
- Students enrolled only in summer 2011 classes are not eligible.
- The guaranteed tuition rate is valid for the summer 2012 term.

- High school dual credit students enrolled in either fall 2010 or spring 2011 courses are eligible.
- Tuition is guaranteed for in-state, out-of-state, contiguous counties and KCTCS Online students

Payment Methods
On-line: Make payments online by using your PeopleSoft self service account; pay with credit card or check.
See a tutorial on making On-line payments. By mail: Make heck or money order payable to BCTC and mail to:

BCTC
Student Billing Office
164 Opportunity Way
Lexington, KY 40511
(859)246-6270

Note: Include nine digit PeopleSoft Student ID number on payment.

Walk In: We accept cash, checks, money orders and credit cards at twoLexington Student Billing Office locations:
Cooper Campus - 215 Oswald Building
Leestown Campus Building C, Room 126

Drop Box: Place check or money order in drop-box located at either Student Billing Office location (Cooper Drive, 215 Oswald Building or Leestown, Building C, Room 126). **NOTE:** Include nine digit PeopleSoft Student ID number on payment.

3rd Party assistance: If your tuition is paid by a government agency or other outside party, then you are receiving third party assistance. BCTC works with students whose tuition is paid by their employers or by governmental agencies. Students who receive third party assistance are required to submit documentation to the Student Billing Office prior to the first day of class (required each semester). Failure to submit documentation may result in cancellation of classes.

NBS Automatic payment plan: This plan allows you to pay tuition by installments. You can set up a payment plan by visiting PeopleSoft Self-Service at PeopleSoft self service account.

Housing, Books, and Supplies
Costs of room and board for non-commuting students vary according to accommodations. Please contact the University of Kentucky Housing Office for more information. The cost of books and supplies will depend on the student's schedule of classes.

Tuition Refunds and Tracking of Pending Refunds
To receive a tuition refund, you must officially withdraw within the refund period in the BCTC academic calendar. Official withdrawal (also known as "drop" or "dropping a course") is defined as completing a withdrawal transaction with the Records Office.

Warning: Telephone calls and/or emails informing that you are dropping a course(s) are not acceptable. It is your responsibility to initiate and complete the course withdrawal process and to understand how withdrawal could affect graduation requirements, scholarship eligibility and awards, and student financial aid.

Refunds are based solely on the date of withdrawal, regardless of whether a student attended 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.

Tracking Pending Refunds
Students can visit their PeopleSoft Account to determine the date their refund was posted to their student billing account. Refunds are typically processed in PeopleSoft on Wednesday nights with funds being released to HigherOne for distribution to students the next day (Thursday).

KCTCS has partnered with HigherOne, a financial services and payment company focused exclusively on higher education, to distribute financial aid and tuition refunds to students.

Refund options are:

1. ACH transfer to a bank account of choice (received approximately within 2 days of being released by KCTCS)
2. Easy Refund to the One Account – An FDIC Insured checking account offered by Higher One (received same day as being released by KCTCS)
3. Paper check mailed to student (received within 5-7 days of being released by KCTCS)

Each student will receive a HigherOne Card in the mail. DO NOT THROW THE CARD AWAY! This card is required in order to select one of the above three refund preferences.

Financial Aid

The Financial Aid Process

Applying for Financial Aid

Students attending Bluegrass Community & Technical College have a variety of grant, loan and scholarship options. If you need help with funding your education, assistance may be available through a variety of federal and state government programs as well as private agencies. Eligibility for financial aid is based on federal, state and institutional requirements. Students wanting to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA). You may complete the FAFSA online. Results will be sent from the Federal Processing Center to students via email in one to three days.

To complete the FAFSA, you will need information for your household, your Social Security number, driver's license, bank statements and investment records, and completed tax returns (1040, 1040A, 1040EZ), and W2's. If you will not file a tax return, you will need documentation of all sources of income, taxed or untaxed. If no tax return has been filed you may estimate income on the FAFSA. The income must be corrected or updated on the FAFSA after the federal tax return is completed. This could cause a delay in processing aid.

You may sign your FAFSA electronically using your Department of Education PIN (Personal Identification Number). You may apply electronically for a PIN. Dependent students who must report parent income should have a parent apply for a PIN as well. The PIN serves as an electronic signature certifying the accuracy of the submitted data.

It is recommended that all records and materials used in completing the application be saved. A percentage of all applicants are randomly selected for verification. If selected for verification, documentation must be provided in order to receive aid. Information from the FAFSA is sent electronically to the school(s) listed on the FAFSA. If you decide to attend a school not reflected on the FAFSA, you may add the school online or by calling 1-800-433-3243, (1-800-4FED AID) using your name, Social Security number, date of birth, DRN and code number or name of your new school.

Student Eligibility

To receive student financial aid from any program requires meeting established eligibility criteria. See a list of specific criteria. In general, students must have a demonstrated need as supported by the FAFSA, be admitted to a degree seeking program, have a high school diploma or a General Education Ddiploma (GED), and/or passed an approved test by the U.S. Department of Education as a demonstration of ability to benefit. Students who have been admitted "conditionally" may receive student aid for only one semester before their admission file must be complete.

Financial Aid Programs

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.

Students must be degree-seeking at BCTC and enrolled for at least six credit hours per semester in order to participate in most financial aid programs.

Grants—A grant is a gift that does not normally have to be repaid. Bluegrass Community and Technical College participates in the Pell Grant Program, the Supplemental Educational Opportunity Grant (SEOG) Program, Academic Competitiveness Grant (ACG) Program, and the College Access Program (CAP) Grant.
The Pell Grant, ACG, SEOG and CAP Grant are based upon enrollment status and may be adjusted accordingly. These grants are available to students who demonstrate need and complete the application process.

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.

BCTC also has a number of scholarships. Information and applications are available online. Other sources of information about scholarships could include the Internet, local community churches, banks and credit unions, and companies.

Federal Student Loans—BCTC participates in the Federal Direct Loans Program (DL). This program provides a low interest loan on which students must begin repayment six months after they stop attending school at least half time. Student loans are both need based and non-need based. Students applying for a student loan must complete Entrance Counseling prior to loan funds being disbursed to accounts. Entrance Counseling is required only one time during enrollment at Bluegrass Community and Technical College.

Students must complete the FAFSA and a Master Promissory Note to apply for the loan program. To receive loan funds, students must be enrolled at least half time. Students will be notified once loans have been disbursed. For additional information visit the DL website.

Federal Work Study—The Federal Work Study Program is available to students who demonstrate need according to the FAFSA. Under this program students become employees of BCTC and the number of hours worked is determined by the student's need for financial assistance.

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 or deceased veterans should consult the Registrar's Office for information before enrolling.

In addition, inquiries regarding VA educational benefits may be directed to the Veterans Regional Office, P.O. Box 66830, St. Louis, MO 63166-6830, or by phone at 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 by phone at 1-800- 928-4012.

Donovan Scholars

Anyone who is age 65 or older may enroll for regular courses at BCTC without payment of tuition and fees. Courses may be taken for credit toward a degree or studied for no credit. For information, please call the Admissions Office, (859) 246-6210.

Foster Adoptive Tuition Waiver

A Kentucky student whose family receives state-funded adoption assistance, who is currently placed in foster care by the Cabinet for Families and Children (CFC) or the Department of Juvenile Justice (DJJ), who is in an independent living program funded by the CFC, who was in the custody of the CFC or the DJJ prior to being adopted by a family that resides in Kentucky, or who was in the custody of the CFC on his or her 18th birthday is eligible for this tuition waiver. The student must enter college no more than four years after graduating from high school. This waiver is available to part-time and full-time undergraduate students. For information regarding the Foster Adoptive Tuition Waiver or additional Kentucky Tuition Waiver programs, please call the Admissions Office, (859) 246-6210.

Extension of Deadline to Pay Tuition

The only payment extensions that are offered are Financial Aid Extensions. These extensions extend the payment deadline beyond the due date until anticipated aid is credited to the account. To receive an automatic extension, 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 extension, but the award must be accepted before the extension will be issued.

Financial Aid Disbursement

The Financial Aid Office disburses aid generally once a week to your student account in Student Billing. This process will begin after the Financial Aid Census date for each semester. Please check your student account in PeopleSoft to see if your financial aid has

posted. Disbursed financial aid that is more than your tuition/fee charges and any allowable bookstore charges is considered excess funds. Refunds are coordinated through Student Billing and are generally sent weekly**.**

Satisfactory Academic Progress (SAP)

Federal regulations mandate that a student receiving Federal Student Aid under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not student aid is awarded each semester. These standards are for financial aid purposes only and neither replaces nor overrides BCTC academic policies.

SAP Standards

1. Students are required to complete 67 % of all cumulative credits attempted. Successful completion would be grades of A, B, C, D, or Pass; unsuccessful grades would be E, F, W, Z or Incomplete.
2. Students will be expected to maintain the minimum academic standards. BCTC uses a 4-point scale for grade point average (GPA) and requires students to have a 2.0 grade point average after each measured term.
3. Students are expected to complete their degree/diploma/ certificate program within a Maximum Time Frame (MTF) of 150% of the required number of credit hours to graduate.

Right to Appeal

Students who do not make satisfactory academic progress and who have documented unusual circumstances (illness, death in the family, and accidents) have the right to appeal. However, during the appeal process students are responsible for their own expenses such as tuition, books, and supplies.

Return of Title IV Funds

As required under Section 484B of the Higher Education Act (HEA) a student who totally withdraws or ceases attending classes for the semester will have his/her eligibility recalculated. If a student completely withdraws from all 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 calculation is required 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 Return to Title IV policy with aid calculated 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. Federal Direct Unsubsidized student loan
2. Federal Direct Subsidized student loan
3. Federal PLUS loan
4. Federal Pell grant
5. Federal SEOG Grant

Academic Policies

Please note that these policies and rules are abbreviated. For a complete list of KCTCS policies and procedures, see the 2011-2012 KCTCS Academic Regulations.

Academic Load

The maximum load to be carried during any semester by a student (including residence, correspondence, and extension courses) is 19 credit hours or the number of hours specified in the curriculum for the particular semester, whichever is larger. Normally, the maximum course load (including residence, correspondence, and extension courses) shall be four credit hours for the four-week intersession, seven credit hours in a six-week session, and ten credit hours in the eight-week summer session.

A student may be registered simultaneously at a KCTCS college and at another institution only with the approval of the college President; the credit hours obtained at the other institution are considered a part of the student's maximum load. If the simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied.

A student who has attained a grade-point average of 3.0 on a load of at least 15 credit hours for the preceding semester may be permitted to carry a maximum of three extra credit hours, provided the total is not in excess of 22 credit hours for a sixteen-week

session, a maximum of five hours in a four-week session, eight hours in a six-week session, and 12 hours in an eight-week session. For additional information regarding academic load, please call the BCTC Registrar's Office at (859) 246-6490.

Assessment and Placement

All students who enroll for the purpose of earning credit applicable toward a credential or who need to meet individual course prerequisites are subject to BCTC's Assessment and Placement Policy. Bluegrass Community and Technical College implemented the Mandatory Placement Plan in 2001 to comply with the Kentucky Council on Postsecondary Education's assessment and placement policy for college students. The Mandatory Placement Plan applies to all credential-seeking students who are beginning freshmen, transfer students, or who are readmitted to BCTC after an interruption in enrollment.

This plan stipulates that students who submit ACT scores of 18 or higher in English, 20 or higher in reading, and 21 or higher in math may enroll in appropriate college-level courses. Students who have scores below these standards must follow the Mandatory Placement Plan and enroll in the appropriate developmental or college-level courses indicated by the test results. Students for whom no ACT scores are available, students whose ACT scores are older than three years from the start of the semester, and transfer students who have not passed a college-level course in the discipline must take the ACT COMPASS tests to determine proficiency and placement in English, reading, and math and must enroll in the appropriate developmental or college-level courses indicated by the test results. Transfer students or readmitted students who have passed a college-level course in Englishor math do not need to submit ACT scores or take the relevant placement test. Students with 12 or more credit hours at the 100 level or above in general education courses with a 2.0 GPA are exempt from reading placement requirements. Non-credential seeking students do not have to take the placement exam except to meet individual course pre-requisites such as those for entry-level English and mathematics courses.

Basic Skills Courses and Developmental Studies Courses

Basic skills courses provide instruction in English composition, reading, mathematics, and study strategies. When refresher courses are needed, basic skills courses are taken prior to enrollment in college-level courses. Other basic skills courses are supplementary by design. All development studies courses numbered below 100 are offered on a non-degree basis and may be graded pass-fail. Developmental studies courses numbered below 100 do not fulfill requirements for credentials such as degrees, diplomas, or certificates.

Grading System

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

A represents exceptionally high achievement. It is valued at four grade points for each credit hour in non-remedial and non-developmental courses.

B represents high achievement. It is valued at three grade points for each credit hour in non-remedial and non-developmental courses.

C represents satisfactory achievement. It is valued at two grade points for each credit hour in non-remedial and non-developmental courses.

D represents minimum achievement. It is valued at one grade point for each credit hour for each credit hour in non-remedial and non-developmental courses

E represents unsatisfactory achievement and indicates failure in the course. It is valued at zero grade points for each credit hour in non-remedial and non-developmental courses. A student receiving this grade can obtain credit in the course only by repeating the entire work of the course.

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

I (Incomplete) means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall not give an I grade when the reason for incompleteness is unsatisfactory. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in a change of grade from I to an E. Each college maintains a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the I grade is reported, shall include: (1) the name and number of the student, (2) the course number

and hours of credit, (3) semester or session and year of enrollment, (4) signature of the instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division's Assistant Dean forwards to the President the appropriate letter grade to replace the incomplete grade.

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

W* represents a withdrawal from a course**.** A W grade will not be assigned for a class unless the student has officially withdrawn from that class in the manner prescribed by BCTC. A student who withdraws up to and including the date of mid-term is 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 states at 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 Bluegrass Community and Technical College Appeals Board. In addition, 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.

P* represents a satisfactory grade in a course taken on a pass-fail basis. It may also be assigned by the Appeals Board in cases involving a violation of student academic rights. It has no value in computing the grade point average.

F* represents unsatisfactory in a course taken on a pass-fail basis. It has no value in computing the grade point average. Credit may be obtained by repeating the entire course.

Pass/ Fail Grading may be selected for a maximum of two elective courses, subject to certain restrictions, by students with at least 30 credit hours and not on academic probation. These can count toward graduation but are not used in calculating grade point standing. Courses taken on a pass-fail basis shall be limited to those considered as elective in the student's program, and such other courses or types of courses as might be specifically approved by the KCTCS Council. Prerequisites for such courses may be ignored at the student's own hazard. The student is expected to participate fully in the course and take all examinations as though the student were enrolled on a regular basis. Students may not change from a pass-fail basis nor from a regular basis to a pass-fail basis after the last date for entering an organized class. Courses offered only on a pass-fail basis, remedial or developmental courses, and courses taken by special examination are not included in the maximum number of elective courses which a student may take under these provisions.

Grade Point Average (GPA)

The grade point average is the ratio of the total grade points earned to the total credit hours attempted (excluding courses taken on a pass/fail basis and courses with grades of "W" or "I"). Total grade points are derived by multiplying the number of credit hours for the course by the number of grade points assigned to the grade earned; A = 4, B = 3, C = 2, D =1, E = 0. The GPA on the KCTCS transcript is derived from all courses taken at KCTCS institutions. No grade earned in a developmental course, including MA 108, is calculated in the grade point average.

Dean's List

The Dean's List recognizes the academic excellence of students who have earned an overall semester grade point average of 3.5 or higher in courses numbered 100 or above. Certificates of merit generally are awarded to full-time students who have achieved this distinction.

Repeating a Course

A student may repeat a course for the purpose of improving a grade. The course must be repeated with the same grade option as the original enrollment in the course. The highest grade earned in a completed course shall constitute the official grade for the course and will be the only grade included within the cumulative GPA. Credit shall count only once for a KCTCS credential. If a student has been dropped from an occupational or technical program, course enrollment may be dependent upon readmission to the program. After a student has completed the same course twice, an assistant dean (or designee) in consultation with the instructor may refuse to approve a third registration in the same course. Subject to the approval of the assistant dean or designee, a student may receive approval for a substitution of comparable courses (e.g., MA 109 may be taken as a repeat option for MT 150 and vice versa).

Veteran's Administration (VA) regulations stipulate that students receiving VA benefits may not receive their benefits for repeating a course in which a satisfactory grade has been earned.

Final Examinations
Any student with more than two examinations scheduled on one day is entitled to have an examination rescheduled. The student must submit a petition for rescheduling in writing to the instructor no later than one week prior to the last class meeting.

Reporting Final Grades
The final grades for a course are filed with the office of the BCTC Registrar by such dates as determined by the academic calendar.

Grades for Students Who Withdraw or Who are Dropped
From the end of the drop/add period through midterm of the session, a student may withdraw from a course and receive a W grade. From the first day after midterm until the last day of course work of the session, a student may, at the instructor's discretion, withdraw from a course and receive a grade of W. The student must initiate and complete an official withdrawal transaction. For additional information regarding the withdrawal policy please call the BCTC Registrar's Office at (859) 246-6490.

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

Academic Probation, Academic Suspension, and Reinstatement

Grade Point Average (GPA)
The academic probation and academic suspension systems are based on grade point average.

Academic Probation
A student earning a cumulative grade point average below a 2.0 at the end of a term is placed on academic probation. A student is removed from academic probation by earning at least a 2.0 cumulative grade point average.

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

Reinstatement
A student who has been academically suspended may be reinstated by the Academic Suspension and Probation Committee after remaining out of the college for at least one 16-week semester and after providing evidence of ability to perform at the level required.

A student who has been academically suspended shall, upon reinstatement, be placed on academic probation and will be subject to academic suspension if he or she fails to earn a current term GPA of 2.0 during the first term of reinstatement.

Upon a second suspension, a student may be reinstated by the Academic Suspension and Probation Committee after remaining out of the college for at least two 16-week semesters and providing evidence of ability to perform at the level required.

Academic Bankruptcy (Readmission after Two or More Years)
A student who has been readmitted after having remained out of the KCTCS colleges for a period of two or more years and who has completed at least twelve credit hours in non-developmental and non-remedial courses with a grade point average of 2.0 or better after readmission may choose to have none of the course work attempted in the KCTCS colleges 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 readmission. A student who has elected not to count past work in the computation of his or her grade point average will continue to receive credit for those courses, selected by the student, in which credit was earned with a grade of A, B, C, D, or P prior to readmission, without including those grades in the computation of the student's grade point average. A student who has completed a credential and re-enrolls may not apply the academic bankruptcy rule to courses taken for the credential already completed. A student may use the academic bankruptcy option only once.

Withdrawal

Unofficial Withdrawal from a Course

Instructors will be provided an official class roll as of the last day to drop a course without a grade for the academic session. The instructor, at that time, may report to the Registrar, the names of any student who has never attended class. The student's name will then be removed from the class roll upon request. Non-attendance of class does not constitute an automatic drop. A student who wishes to withdraw must do so through the established procedures. Procedures for withdrawal are posted on the Registrar's web page.

Withdrawal to Enter Military Service

Students withdrawing due to military activation have different options available which are determined by the point in the semester/term when the student is called to active duty. To be eligible for these options, a copy of activation orders or other official documentation must be provided to the Office of the Registrar. These options do not apply to national guardsmen or reservists who are fulfilling their two-week active duty or to students who enlist into active duty during the semester/term.

Writing Requirement

Bluegrass Community and Technical College requires demonstrated competency in writing. Competency may be demonstrated in one of the following ways:

1. Students typically satisfy the writing requirement by completion of ENG 101 Writing I, and ENG 102 Writing II.
2. Students who have a standard score of 17 or below on the English section of the ACT must take the Mandatory Placement test and enroll in the appropriate developmental writing course indicated by their test score.
3. 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 and ENG 102. For complete information on the writing proficiency examination, students should contact the BCTC English department at (859) 246-6367.

Earning Credit through External Experiences

KCTCS colleges recognize that valid college-level learning experiences occur outside the traditional classroom setting. Bluegrass Community and Technical College assists students in recognizing appropriate external experiences and applying them toward a KCTCS credential. BCTC reserves the right to validate student competence through the mechanisms described in this section.

American Council on Education

Students may receive credit for learning experiences in industry, business, and government as recommended by the American Council on Education. The recommendations for awarding credit appear in The National Guide to Educational Credit for Training Programs.

American Institute of Banking

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

Articulation Agreements

Articulation agreements provide an avenue to recognize coursework taken at other institutions. The award of credit applicable to KCTCS credentials is subject to the specific terms of each agreement, and all requirements specified in the agreement must be met before credit can be awarded. Contact the Student Records Office at 859-246-6491 for additional information.

Certified Professional Secretary Examination

KCTCS colleges recognize the Certified Professional Secretary Examination of the Institute for Certifying Secretaries of the Professional Secretaries International. Students who successfully pass the Certified Professional Secretary Examination may receive a maximum of 24 semester hours of credit in specified courses. Students must first complete 12 semester hours in residence at the community college in which they wish to receive credit.

Child Development Associate (CDA)

KCTCS colleges recognize the Child Development
Associate credential awarded by the Council for Professional Recognition and will grant up to nine credit hours (IEC 101, IEC 102 and/or IEC 190) to students who successfully complete one IEC course.

Industry Standard Certification Examinations—Microsoft, Novell, A+, Cisco
A student who has completed and passed an industry standard certification examination administered by an authorized testing center may earn up to a maximum of twenty-four (24) credits equivalent to the course(s) within the program of study as specified in the Computer and Information Technologies or the Information Technology curriculum. Credit is granted only upon receipt of an official proof of certification credential stating the date passed. A copy of the credential must be filed as part of the student's permanent record. The credential must be accepted within two years of the date specified on the examination.

Military Service-Related Experience
A student may receive course credit in recognition of collegiate-level work completed through the United States Armed Forces Institute or the Defense Agency for Nontraditional Support Education in which the student has achieved a score minimum to 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 education experiences at the collegiate level as recommended in *A Guide to the Evaluation and Education Experiences in the Armed Services*, published by the American Council on Education. Bluegrass Community and Technical College requires a copy of the ACE military transcript in order to post military education experiences. These transcripts can be requested online and by clicking on "Military Programs."

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 credit for specified courses after completion of the first-year general education courses in the approved curriculum. The student must also provide evidence of successful completion of the American Heart Association Basic Life Support course for health care providers.

Special Technical Education Proficiency (STEP) Exam
An institutionally-developed and administered STEP exam provides an opportunity to demonstrate mastery of course content and receive credit toward program requirements. The student must be accepted for admission, be enrolled at BCTC and apply for the STEP exam through the Student Records Office. A student who demonstrates competence receives credit for the course. The credit does not affect the student's grade point average. If a student takes the exam for the course in which he or she is enrolled after classes begin, a reduction in the number of credit hours resulting from passing the STEP exam does not result in a full tuition refund.

Prior Learning Portfolio
BCTC and KCTCS are committed to respond to the need for lifelong learning opportunities by providing a full range of educational services adapted to the needs of adults. In an effort to accomplish this goal, it is the policy of the BCTC and KCTCS to recognize and give credit for experiential learning. "Experiential learning" is defined as BCTC/KCTCS-level learning that takes place outside BCTC/KCTCS or other accredited college setting.

Learning acquired through the following kinds of activities might qualify:

- non-credit courses, workshops, on-line, television and newspaper courses
- apprenticeship courses
- self-taught knowledge or skills
- career/work experiences/training
- volunteer work
- community services
- travel
- avocations (e.g., art, music, dramatics)
- leadership roles in associations and organizations
- personal life experiences
  industry certification

Preparing a portfolio that documents learning from life and work experience can be time-consuming but immensely rewarding. The rewards lie not just in the award of credit for documented college-level learning, but in the personal growth and insight that may accompany the writing of the portfolio. If interested, contact Michael McMillen at 859-246-6770.

Earning Credit through Experiential Learning

Cooperative Education – Internship – Practicum Experience

Many of the diploma and degree programs offered through the KCTCS colleges have cooperative education, internship and practicum experience components included in the curriculum on either a voluntary or mandatory basis. The amount of experience and credit awarded varies according to the program requirements. For details, see Experiential Education Services.

Service Learning

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

Graduation Requirements

At least 25 percent of the approved curriculum credits for an Associate in Arts, Associate in Science, Associate in Applied Science, diploma or certificate must be completed at the college granting the credential. Students must have a minimum cumulative grade point average of 2.0 (C) to be eligible for graduation.

Interruption of Enrollment

When requirements for a credential are changed after students have enrolled in a program, students have the option of fulfilling either the old or the new requirements. In fulfilling the old requirements, if students find that necessary courses have been eliminated or substantially revised, they may substitute other courses with the approval of the Assistant Dean and Academics Vice President. In this situation, however, students shall not be forced to comply with the new requirements.

However, if a student interrupts his/her work in the program or the College for more than two semesters, then the student must meet the new requirements unless an exception is approved by the Coordinator, Assistant Dean and Academics Dean. Documentation of this exception will be filed with the Registrar.

If the curriculum revision is required by an external accreditation certification body, and this body submits a written statement to the College that the accreditation of a program or certification of its graduates is in jeopardy unless students fulfill the new requirements, the option of fulfilling the old requirements shall not apply.

Graduation with Honors

Students who have completed at least 48 credit hours of work toward degree completion or 30 credit hours of work toward diploma completion in the KCTCS colleges graduate “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 toward degree completion or 30 credit hours of work toward diploma completion in the KCTCS colleges graduate “With Distinction” if they attain a grade point average of 3.40-3.59 on all work attempted.

Multiple Associate Degrees

A student is eligible for an additional degree when the student has completed the requirements of the second curriculum including a minimum of six additional hours relevant to the second degree and has applied for the degree. In no case will a degree be granted for the completion of a second option in a program. The completion of a second option, however, is recorded on the transcript. An individual interested in a second degree should consult with an advisor.

Kentucky Community and Technical College Guarantee

KCTCS colleges offer employers of graduates the following guarantee: The KCTCS colleges guarantee employers that graduates have demonstrated competence in the skills listed on the approved task lists that represent industry validated specifications for each occupational program. Should a former student be considered by the employer to be performing below a satisfactory level on any skill on the approved task list, the colleges agree to provide specific retraining at no charge to the employee or employer. This guarantee extends for two years from the date of graduation. The guarantee applies to all college graduates of technical programs who are employed in their field of training. The program enhances economic development efforts by guaranteeing Kentucky’s businesses and industries access to a skilled work force.

General Education Transfer Policy

Kentucky’s general education transfer policy guarantees that if you complete an associate degree at a KCTCS college, any Kentucky public university will accept your general education credits as meeting lower-division general education requirements. However, the

general education requirements covered in this policy are not intended to meet requirements for specific majors. So while these credits will be accepted, there may be additional lower-division courses required for your specific degree program. Your academic advisor and the Transfer Center can help you select the courses that prepare you best for transfer.

If you graduate with an associate degree, the BCTC Records Office will review all transcripts for general education certifications. If you are not earning an associate degree, the Records Office will review your transcript for certifications "at your request." If you are in good academic standing, BCTC can certify your completion of the general education core (shown below) at one of three levels:
Category certified – completed at least one, but not all the categories of the general education core requirements.
Core certified (33 hours) – completed all of the categories of the general education core requirements.
Full general education certified (48 hours) – completed all categories of the general education core requirements plus any additional general education requirement of your current school.

If you qualify for one of these certifications and it is not indicated on your transcript, contact the Record's Office. Questions about general education certification should be directed to the Records Office, your academic advisor and/or the Transfer Center.

33-HOUR GENERAL EDUCATION CORE
Communications – 9
Written Communications – 6
Oral Communications – 3

Humanities – 6
The discipline(s) represented in this category must be different from those in Behavioral/Social Sciences. Courses may be chosen from, but not necessarily limited to, the following:

- Fine Arts (excluding studio and performance)
- Philosophy
- Literature
- History
- Foreign Language (same language)
- Cross-cultural
- Inter/Multidisciplinary (e.g. courses that include literature, history, or art)

Mathematics – 3
Minimum: college algebra or approved general education mathematics course at the sending institution.

Natural Sciences – 6
Courses may be chosen from, but not necessarily limited to, the following disciplines:

- Biology
- Chemistry
- Physics
- Astronomy
- Geology
- Physical Science

Behavioral/Social Sciences – 9
At least two disciplines must be represented and must be different from those in Humanities. Courses may be chosen from, but not necessarily limited to, the following:

- Psychology
- Anthropology
- Sociology
- Economics
- History
- Geography
- Political Science
- Cross-Cultural
- Inter/Multi-disciplinary

Student Services and Resources

Academic Ombud Services

The Academic Ombud helps resolve academic disputes between students and faculty or administration. When a student is unable to resolve a grievance or complaint through usual means, the Ombud may be able to expedite the process or advise the student about the proper procedures to follow. Problems include, but are not limited to, violation of students' academic rights, unfair teaching and grading practices, cheating and plagiarism, and discrimination and harassment.

The Ombud will:

- Be an advocate for fairness
- Listen and discuss questions, issues, and concerns
- Maintain student confidentiality, with the exception of times when, with the student's permission, it becomes appropriate to mediate between the student and involved parties.
- Advise individuals about steps to resolve problems informally
- Advise individuals about formal and administrative options to resolve problems
- Explain College policies and procedures
- Point out patterns of problems/complaints to administrators

The Ombud will not:

- Make decisions for the student
- Make decisions for College faculty/administrators
- Direct any College office to change a decision
- Determine "guilt" or "innocence" of those accused of wrong-doing
- Assign sanctions to students
- Have a stake in outcomes
- Receive official "notice" for the College about issues
- Give legal advice

Alumni Association

Bluegrass Community and Technical College graduates and current or former students who have earned 12 or more credit hours are eligible to join the BCTC Alumni Association. Call the BCTC Alumni Association office at (859) 246-6582 for more information.

Advising and Assessment Center

The Advising and Assessment Center provides all beginning freshmen with orientation, academic assessment, and advising services. Once a student has applied for admission and has been accepted, the Admissions Office sends a letter instructing students to schedule a pre-enrollment orientation and a separate testing and advising appointment.

All beginning freshmen are required to meet with an advisor and are subject to BCTC's Assessment and Placement Policy. The policy mandates that all students who enroll for the purpose of earning credit applicable toward an educational credential and those who need to meet a course prerequisite are subject to BCTC's Assessment and Placement Policy.

Bluegrass Community and Technical College implemented the Mandatory Placement Plan in 2001 to comply with the Kentucky Council on Postsecondary Education's assessment and placement policy for college students. The Mandatory Placement Plan applies to all credential-seeking students who are beginning freshmen, transfer students, or who are readmitted to BCTC after an interruption in enrollment.

This plan stipulates that students who submit ACT scores of 18 or higher in English, 20 or higher in reading, and 21 or higher in math may enroll in appropriate college-level courses. Students who have scores below these standards must follow the Mandatory Placement Plan and enroll in the appropriate developmental or college-level courses indicated by the test results. Students for whom no ACT scores are available, students whose ACT scores are older than three years from the start of the semester, and transfer students who have not passed a college-level course in the discipline must take the ACT COMPASS tests to determine proficiency and placement in English, reading, and math and must enroll in the appropriate developmental or college-level courses indicated by the test results. Transfer students or readmitted students who have passed a college-level course in English, reading, or math do not need

to submit ACT scores or take the relevant placement test. Non-credential seeking students do not have to take the placement exam except to meet individual course prerequisites such as those for entry-level English and mathematics courses.

The Advising and Assessment Center uses the ACT COMPASS tests, which are computerized placement tests, to determine proficiency in English, reading and math. Each student discusses the results of the ACT and/or COMPASS test with an advisor to determine placement into the appropriate level of coursework. During this advising session, the advisor assists the student in constructing an academic plan in compliance with Mandatory Placement and assists the student in registering for classes.

Disability Support Services

Students with a disability who require academic accommodations or other assistance should contact Disability Support Services (DSS) for an appointment as soon as possible to discuss documentation requirements, reasonable accommodations, and procedures for notifying instructors. To schedule an appointment on your campus, call (859) 246-6530, 1-866-774-4872 extension 56530, or (859) 246-6753 TTY. Services provided are based on the individual need of each student and may include specialized academic advising, career counseling, academic counseling and support, tutoring, testing accommodations, interpreters for the deaf, parking permits, accessible housing, and assistance in obtaining additional services or help through other resources.

BCTC's buildings were designed as barrier-free buildings to enable the College to meet the needs of students with disabilities. The College does not discriminate against people who have disabilities.

Experiential Education Services

Experiential Education Services are located in suite 100 Building C at the Leestown campus and are comprised of Cooperative Education, Internship, and Practicum programs. These are educational strategies that integrate classroom theory with periods of supervised, work experience in an area related to students' career goals and/or majors for which students are able to receive academic credit and a valuable entry on their résumés. These programs are open to students who have marketable skills related to their majors, 12 credit hours of major-related classes, and a 2.00 GPA. Cooperative Education is available to students majoring in Architectural Technology, Business Technology, Civil Engineering Technology, Computer Information Technology, Environmental Science Technology, and Information Management and Design and may or may not be related to other technical programs that have their own criteria. While the hours required may vary, there is always academic credit awarded for successful completion of the course. In the Co-op program, the grade is based on the alpha-numeric grading system, and the student earns a salary. The Internship Program is open to transfer, non-degree, and pre-baccalaureate students, as well as Education, Communications, Community Service, Counseling, Law, Marketing, Public Relations, Real Estate majors, and students wanting to explore other career options. Internships may be paid or unpaid, and the grading is Pass/Fail.

Learning Resource Center

The Bluegrass Community and Technical College Learning Resource Center (LRC) provides books, periodicals, article databases, web resources, audiovisuals, equipment, and library instruction to support the educational program of the College. The Cooper Campus LRC provides services to all BCTC students regardless of campus location and also operates a branch library on the Leestown Campus. The LRC collection is a current, working collection. BCTC students have access to research materials from other libraries through interlibrary loan service. The LRC has self-service photocopiers for print materials and for microforms; adherence to copyright laws is the responsibility of the individual.

Multiculturalism and Inclusion

The Office of Multiculturalism & Inclusion promotes equitable access, instruction and services to all students, faculty and staff, highlighting services for and contributions of African Americans, Hispanics, International and all ethnic groups. Its purpose is to promote awareness, understanding and acceptance of the value of cultural diversity among administrators, faculty, staff and students at Bluegrass Community and Technical College while providing an atmosphere that is open and respectful to everyone.

The Office of Multiculturalism & Inclusion serves as a catalyst to:

- Recruit, retain, graduate, or transfer multicultural and international students;
- Create a multicultural environment that is conducive and welcoming to the academic and social success of all administrators, faculty, staff, and students;
- Provide ongoing diversity training opportunities for faculty, administrators, staff, and students;
- Assist multicultural students in their day-to-day access and ongoing concerns of inclusion within the community college setting;
- Expand services in response to the emerging needs of a diverse student population;

- Develop continuous outreach efforts to serve underrepresented populations;
- Promote diversity and exchange of ideas in the college setting.
- Provide a pipeline to higher education to students from the burgeoning populations
- Provides assistance and services to the community that addresses specific needs promoting diversity in all sectors.

Parking

Parking is free and well marked at the Danville, Leestown, Lawrenceburg, Regency, and Winchester campuses. For the Cooper Campus, you will need to purchase a parking pass from the UK Parking Office. You may contact the UK Parking Office. Parking permits are $248 for the 2010-2011 academic year. Lexington campus students also have the choice to purchase a Lextran bus pass, which is $75 per academic year, or to use the UK CATS buses. For more information, call (859) 257-5757

Applications for a permit to park in spaces designated for individuals with disabilities on the Cooper Campus are available in the Disability Support Services office, 103 Oswald Building. Applicants may be eligible if they have a permanent or temporary impairment that substantially limits mobility. Completed applications are forwarded to the Application Review Committee for approval. Parking areas for individuals with disabilities are patrolled and tickets issued 24 hours a day, seven days a week. Permits or license plates issued by government agencies are not sufficient for parking spaces for students with disabilities on the Cooper Campus.

Ready to Work

Ready to Work (RTW) is a partnership between the KCTCS and the Cabinet for Health and Family Services. Ready to Work is designed to promote the success of KTAP students who attend community and technical colleges. The RTW program offers mentoring, peer support, community referrals, assistance with career counseling, RTW Work Study opportunities, and other services. For more information, students can contact the RTW coordinators: Cooper—(859) 246-6536 in Room 323 Oswald Building; Leestown—(859) 246-6748 in Room 105 Building C.

Student Development and Counseling

Student Development and Counseling provides personal, academic, major selection and career/life planning counseling to assist students with their educational pursuits. Faculty counselors assess individual needs, provide assistance and support, and make student referrals to campus and community resources. Short-term counseling is available for personal concerns and problem resolution. College Survival Seminar, Career Planning Seminar, Stress Management and Employability Skills credit courses are offered also. Individual career counseling is available to help students explore career options and academic majors. Students have access to career assessment tools, a career resource library and a variety of other educational resources. All services provided are free and are confidential. Students may schedule an appointment in person, by phone, via the website or are welcome on a walk-in basis depending on Counselor availability. Call (859) 246-6530 for more information.

Student and Graduate Employment Services

Student and graduate employment services are available to current students and alumni of BCTC. The job search component of these services is designed to assist both the student and the corporate community with current and future employment needs. The services in this component are free of charge to students and alumni and include the following:

1. Assistance for students with résumé writing, employability skills, job search techniques, and interview preparation through workshops, class presentations, and one-on-one meetings;
2. An assessment conducted for each student to evaluate work history and performance together with academic achievement;
3. Annual job fairs giving employers an opportunity to showcase company profiles and job openings in a consortium environment;
4. A Bluegrass College Online Career Services site at http://www.collegecentral.com/bluegrassctc.

For current students interested in services, please call 246-6533 or go to suite 100 Building C at the Leestown Campus.
Alumni and students nearing their graduation date who are interested in services, may call 246-6537 or go to
Room 323 in the Oswald Building.

Student Government

The students of Bluegrass Community and Technical College have ratified a constitution establishing a Student Government. As a comprehensive community and technical college, student input is imperative as BCTC faculty and administrators strive to provide an educational atmosphere that enhances and encourages academic success, as well as provides activities that enrich student life. Student Government membership is open to all BCTC students and is composed entirely of BCTC students. An elected executive committee of students provides the necessary leadership and liaison with the faculty, staff, and administration. Meeting dates, times, locations

and minutes are posted monthly to the Student Activities webpage. Student participation is strongly encouraged. For more information, stop by the Student Government office in 202A Oswald Building on the Cooper Campus. Also, visit our website at www.bluegrass.kctcs.edu/sa/studentactivities or call (859) 246-6523.

Student Life

Joining a student organization is a great way to get involved in college life, make friends, and have fun. With so many organizations to choose from, there is something for everyone. BCTC student organizations include the following:

- American Institute of Architecture Students;
- American Sign Language Organization;
- Athena Club;
- BCTC Courier;
- BCTC Intramural Sports;
- BCTC Republicans;
- BCTC Student Government Association;
- Bluegrass Community and Technical College Nursing Class of 2008;
- Bluegrass Community and Technical College Nursing Class of 2009;
- Bluegrass Computer Club;
- Dental Laboratory Technology Association;
- Enlace (Latino Student Association);
- International Association of Administrative Professionals;
- International Student Association;
- Peace and Justice Coalition;
- Phi Beta Lambda;
- Phi Theta Kappa;
- Student American Dental Hygienists' Association;
- Students in Free Enterprise;
- Students Unified for the Promotion of Education in Radiography.

For more information about membership in one of these organizations, stop by the Student Government office in 202A Oswald Building on the Cooper campus, visit our website, or call (859) 246-6523.

Study Abroad

Students at Bluegrass Community and Technical College may increase their understanding of other cultures and get a different perspective on their own culture by studying abroad. Students may enroll in study abroad programs and earn BCTC college credits, as well as gain invaluable learning experience. For more information, contact Wendell Sparks at (859) 246-6437 or visit the BCTC International Office, 211 Oswald Building on the Cooper Campus.

Study Skills Services

A study skills specialist is available to assist students with study strategies including time management, test taking skills, note taking, memorization techniques, goal setting, focused reading and learning styles. Tutoring also is provided to students for specific content areas at all six campuses. The study skills specialist is available for one-on-one academic counseling, small group workshops and seminars, and class presentations. For information or to schedule an appointment call (859) 246-6537.

Transcripts

Bluegrass Community and Technical College has authorized the National Student Clearinghouse to provide transcript ordering via the Web. The base cost is $5 per transcript with a $2.25 processing fee. Transcripts will be processed by the Student Records Office three to five days after the order is received from the Clearinghouse. Order updates are e-mailed to the student, who may also check order status and history online. Transcripts can also be requested in person at the Student Records Office (203 Oswald Building) at the Cooper Campus or to the One Stop Center (C-170) at the Leestown Campus. Transcripts processed immediately are $7 per copy; transcripts to be mailed or picked up within two business days are $5 per copy. Immediate processing is not always available to all students. Transcripts may also be requested by mail. For more information on requesting transcripts please visit our website.

Transfer Center

BCTC is home to Kentucky's first community college Transfer Center. The Transfer Center is located on Cooper Campus, 100B Academic and Technical Building.

Transfer Center Advisors provide individual transfer advising (in person, by phone, email or webcam) to students preparing to transfer to four-year institutions. Transfer Advisors from the University of Kentucky, Eastern Kentucky University, Kentucky State University, and Asbury University are onsite at BCTC to assist students with the transfer process.

Joint transfer programs with the University of Kentucky (BCTCblue+), Eastern Kentucky University (BCTC Colonel) and Kentucky State University (BCTC Green & Gold) offer guaranteed admission for BCTC students who earn their associate of arts or science degree, as well as numerous other benefits.

Most Kentucky four-year institutions offer generous transfer scholarships to BCTC students who maintain a specific gpa and complete a required number of credits before transferring.

Students may schedule a transfer advising appointment online at www.bluegrass.kctcs.edu/transfer_center.aspx, or contact the Transfer Center at (859)246-4620 or BCTC_TransferCenter@kctcs.edu.

Contact: Angel Clay, Transfer Center Director, (859)246-6228 or BCTC_TransferCenter@kctcs.edu

Tutoring Center

The goal of the tutoring program is to provide the resources whereby students can strengthen their knowledge and understanding of college curricula and to promote within students the processes of active learning, independence, and motivation. ***Free tutoring*** is provided to currently enrolled students for selected content areas on all campuses. Subject areas may vary by semester and campus. Tutoring schedules are available each semester on all campuses.

The tutoring staff includes peer tutors – fellow students who must meet certain qualifications and participate in an extensive training session – and adjunct faculty.

How do I know if I need a tutor?

The time to seek assistance from a tutor is the minute you realize you need help. If you're still not sure, ask yourself these questions:

- Am I falling behind in class?
- Am I having trouble with homework assignments?
- Have I done as well on tests as I should?
- Do I have difficulty writing a paper?
- If you answered yes to even one question, you should visit the tutoring and/or writing centers soon.

How will tutors help me?

Every tutor is qualified to help in his/her subject area but will not know everything there is to know in the area. If a tutor doesn't know something he/she should be willing to find someone who can help you. Tutors will work with you to help you understand the subject. They will serve as a guide, but they will not do your work for you.

You are expected to come prepared to the tutoring center. That includes bringing your textbook, class notes, and any other materials that will assist your tutor in understanding the class assignment. Since tutoring is provided on a walk-in basis, it is quite possible that you will be sharing a tutor with other students. Appointments are recommended, but not required, for the writing center.

UK Student Services

All BCTC students who are enrolled in six or more credit hours at the Cooper, Regency or Winchester campuses are eligible to purchase student services from the University of Kentucky. These services include athletic tickets, recreation services, student activities, student center services, and student health services, which may be purchased online at the University of Kentucky eStore.

College Policies

Compliance with Regulations

Bluegrass Community and Technical College (BCTC) is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by Marilyn Childre, Bluegrass Community and Technical College, 202 B Oswald Bldg, Cooper Drive, Lexington, KY 40506, 859.246.6200. Efforts to comply with the laws and regulations applicable to people with disabilities are also coordinated by Marilyn Childre, Dean of Operations, as required by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Questions concerning compliance with regulations may be directed to the Bluegrass Community and Technical College's Dean of Operations or to the Director of the Office of Civil Rights, U.S. Department of Education, Philadelphia, PA. BCTC is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the BCTC's Student Affairs Office or the Dean of Operations.

Crisis Management

The National Safety Council has recommended that all public facilities have a written response plan should a crisis occur. For the purpose of this plan a *crisis* is defined as any unplanned event, either natural or man-made, that can cause deaths or significant harm to employees, students or the public; or that can shut down business, disrupt operations, cause physical or environmental damage, or threaten the institution's financial standing or public image. The crisis may take the form of an emergency requiring immediate action to save lives and protect property. Bluegrass Community and Technical College has established an Emergency Response/Crisis Management plan for use by college personnel.

Each BCTC campus has an Emergency Response and Crisis Management team in place, appointed by the BCTC President/CEO, or campus liaisons as appropriate for each location. Designated team members receive National Incident Management System (NIMS) training as mandated to meet the requirements of the Homeland Security Presidential Directive 5 and Community Emergency Response Team (CERT) training as recommended by the Department of Homeland Security. The complete Crisis Management Plan is available online.

Drug Free Policy

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

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

Right to Know

KCTCS colleges support the intent of the Student Right to Know/Campus Security Act and are committed to providing a safe and secure environment for all students and employees. Additionally, crime prevention efforts include the dissemination of information at student orientations, faculty in-services, and student organization meetings. Conduct that violates the intent of this act and poses an unacceptable risk to members of the community of the KCTCS College shall result in appropriate disciplinary action as defined by policy.

Sexual Harassment

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

Student Records

Family Educational Rights and Privacy Act (FERPA)

This is to serve notice to all students of the KCTCS of the rights and restrictions regarding the maintenance, inspection, and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA). The KCTCS colleges offer a wide

variety of services to students. Each college requires the maintenance of records concerning students enrolled in that particular college. The following is a list of the types of records that may be maintained by the College and/or the System Office for students:

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

BCTC is responsible for the maintenance of records in all categories although duplicates of some records are maintained in the Office of the Chancellor.

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

Students may inspect and review all records pertaining to them within 45 days of making requests for the same, except for the following:

1. Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with the treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student),
2. Financial records of the parents,
3. Confidential letters and recommendations put in the files prior to January 1, 1975, and
4. Confidential recommendations relating to admission, application for employment, or honors, if the student waived his or her right to review such records.

Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.

FERPA Appeal Procedures

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

College System and will be addressed in a timely manner.

Privacy and Release of Student Record Information

At its discretion, a college or KCTCS as appropriate may provide Directory Information in accordance with the provisions of the Act (Family Educational Rights and Privacy Act of 1974) to include student name, address, email address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the BCTC Office of the Registrar in writing within ten calendar days from the first scheduled day of class of the fall term. All written requests for non-disclosure will be honored by the college for one academic year. Requests to withhold Directory Information must be filed annually thereafter.

Student Rights and Responsibilities

Bluegrass Community and Technical College has a distinguished tradition of higher education. Our students, faculty, and staff form an academic community that, while sharing certain characteristics with other types of associations, organizations, and societies, is rightly considered unique as a community and should be governed, respected, and supported as a college community. The college has an obligation to maintain an atmosphere of academic freedom, to set and maintain standards of scholarship and conduct for students at each college, and provide awareness for responsible student citizenship in the academic community.

To this end, the KCTCS *Code of Student Conduct* has been developed to address students' behavior, rights and responsibilities while enrolled at Bluegrass Community and Technical College. Also included are processes for addressing and resolving student grievances and appeals. The KCTCS *Code of Student Conduct* is available online.

Academic Credentials Awarded

Associate in Arts (AA) and Associate in Science (AS)

Core Transfer Component:	**AA**	**AS**
Writing/Accessing Information	6	6
Oral Communications	3	3
Heritage	3	3
Humanities	3	3
Social Interaction	9	9
(At least two disciplines must be represented)		
Science	6	6
(Must include at least one with a laboratory experience)		
Mathematics	3	3
Subtotal Core Transfer	**33**	**33**
Additional General Education Requirements:		
Heritage/Humanities/Foreign Language	3	
Heritage/Humanities/Foreign Language/ Social Interaction	3	
Science/Mathematics	3	9
Computer Literacy and/or course(s) to be chosen from the approved General Education list	6	6
Subtotal	**15**	**15**
Total General Education Block	**48**	**48**
Other Degree Requirements/Electives	12	12
Total Credit Hours	**60**	**60**

(Students are advised to choose hours to satisfy additional general education and pre-major requirements at the institution to which they are transferring. Students who complete ENG 105 to satisfy the Writing/Accessing Information competencies must complete 15 hours of electives.)

Associate in Arts and Associate in Science degrees are awarded to students who complete a minimum of 60 hours, including the specified general education requirements, with a grade point average of at least 2.0. A course used to fulfill one competency cannot be used to fulfill another competency. Developmental/ remedial courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Notes:

1) Computer Literacy may be demonstrated by
   a) Scoring a passing grade on the Internet and Computing Core Certification (IC^3) exam*,
   b) Providing documentation of IC^3 certification (taken within the previous five years),
   c) Articulating credit equivalent to an approved computer literacy course from another institution, or
   d) Receiving credit for one of the following approved KCTCS computer literacy courses:
      - IT 100 Computer Literacy
      - CIS 100 Introduction to Computers
      - CIT 105 Introduction to Computing
      - OST 105 Introduction to Information Systems

      In addition, IMD 100 will still satisfy the computer literacy requirement for BCTC credentials for the 2011-12 academic year.
      *Students may receive three credit hours for CIS 100 by successful completion of all three parts of the IC^3 exam *and* either the Certiport database exam or a one credit hour database course or the MOS Access exam.

2) Cultural Studies: At least one course within the 48-credit-hour general education block must be selected from the identified Cultural Studies list.
3) Mathematics: The AS degree must include a total of at least four credit hours in MA, MAT, STA, or ST courses from the approved General Education list.

Focus Areas for the Associate in Arts and Associate in Science Degrees

Students have two options in earning an AA or AS degree. They may decide on a degree in general pre-baccalaureate studies, which allows a wide choice of courses and an opportunity to explore many subject areas, or they may decide on a Focus Area, which allows them to explore one field of study in more depth. A Focus Area is not a major or a minor but is a concentration of related courses. Focus Area requirements are 12-21 hours with at least one 200-level course or one course with appropriate prerequisites. If students plan to transfer after earning their AA or AS degrees, they may fulfill a number of their pre-major requirements by choosing a Focus Area. Obtaining a Focus Area, however, does not mean that a student has fulfilled all pre-major requirements for a four-year degree at the University of Kentucky or elsewhere.

Focus Areas for Associate in Arts Degrees

African American Studies – minimum 12 hours

ENG 264, HIS 260, HIS 261; choose one from HUM 150, SOC 235, ANT 160, COM 254, MUS 104, ENG 230, 231, 232, 233 when topic is closely related to African American Studies with approval of assistant dean of Humanities or African American focus leader

Anthropology – minimum 15 hours

ANT 220, ANT 240, and three additional Anthropology courses, of which at least 3 hours must be at the 200-level.

Communication – minimum 15 hours

COM 101, STA 200; choose one from COM 181, COM 252, COM 281, COM 287; choose an additional six hours from CIT 105, COM 181, COM 252, COM 281, COM 287, ENG 203, JOU 101, JOU 204, POL 101, POL 235, POL 271, PSY 100 or PSY 110

Criminal Justice – minimum 21 hours

CJ 101; three additional courses in criminal justice with at least one at the 200 level; one course in each of the following: political science, psychology, and sociology

English – minimum 15 hours

ENG 230; choose one from ENG 264, HUM 135, HUM 150; choose three from ENG 231, ENG 232, ENG 233, ENG 234, ENG 251, ENG 252, ENG 221, ENG 222, ENG 281, ENG 282, ENG 207, ENG 270, ENG 271, ENG 261, ENG 262

Family Studies – minimum 12 hours

FAM 252; choose three from EDP 202*, EDP 203*, FAM 253, FAM 254/PSY 223, FAM 255
*for those interested in a teaching career

Film Studies – minimum 12 hours
ENG 281, ENG 282; choose two from ART 100, COM 249/SOC 249, THA 101, THA 200, THA 283, WGS 201, ENG 230, IMD 240, IMD 250

Geography – minimum 12 hours
GEO 130, GEO 172, GEO 152 or GEO 160, any 200-level geography course

History – minimum 15 hours
HIS 108, HIS 109, HIS 104, HIS 105, one 200-level history course

Journalism – minimum 12 hours
JOU 101, JOU 204; choose two from COM 249, POL 101, POL 235

Peace and Justice Studies – minimum 16 hours
HUM 220, HUM 221, PHI 130, EX 196; choose either ANT 160 or GEO 160; choose one from ANT 220, ENG 264, ENG 282, HUM 135, POL 212, POL 235, SOC 235, WGS 200, WGS 201, HIS 101, HIS 102

Philosophy – minimum 12 hours
Choose any four from PHI 100, PHI 120, PHL 110, PHI 130, PHI 260, PHI 270

Philosophy – minimum 12 hours
PHI 100, PHI 120, PHI 130, ANT 130

Political Science – minimum 12 hours
POL 101, POL 235, POL 271, one additional political science course

Pre-Business – minimum 21 hours
ACC 201, ACC 202, CIT 105 or IMD 100, ECO 201, ECO 202, ENG 203, MA 123 or MA 162 or STA 291

Psychology – minimum 17 hours
PSY 100 or PSY110, PSY 215, PSY 216, PSY 223; choose one from PSY 230, PSY 297, PY 298

Social Work – minimum 21 hours
SW 124, SW 222, and one course in each of the following: anthropology, economics, political science, psychology, and sociology

Sociology – minimum 12 hours
SOC 101, two additional sociology courses, and one 200-level course in the social/behavioral sciences

Women's Studies – minimum 12 hours
WGS 200, WGS 201; choose two from ENG 230 and ENG 231 (when topic is closely related to Women's Studies with approval of Women's Studies coordinator), FAM 253, GEO 240, ENG 234, HIS 265

Focus Areas for Associate in Science Degrees

Allied Health – minimum 21 hours
Choose at least nine hours from CHE 170, CHE 175, CHE 180, CHE 185, ANA 209, BIO 150, BIO 151, BIO 152, BIO 153, BIO 226, BIO 209, BIO 137, BIO 139, BSL 214, PGY 206, PHY 211, PHY 213; choose an additional 12 hours from any of the sciences above or the following: CLA 131, MA 112, MA 123, PSY 100, PSY 223, STA 200, STA 291, SOC 101

Chemistry – minimum 15 hours
CHE 170, CHE 175, CHE 180, CHE 185, CHE 270; choose one from CHE 275, CHE 280, CHE 285, CHE 220, MA 113, MA 114, PHY 211, PHY 213, PHY 231& PHY 241, PHY 232 and PHY 242

Computer Science – minimum 18 hours
CS 115, CS 215, CS 216, MA 113, MA 114 or PHY 231 and PHY 241

Mathematics – minimum 18 hours
MA 113, MA 114, MA 213, MA 214, CS 115

Natural Sciences – minimum 21 hours
Choose from BIO 150, BIO 151, BIO 152, BIO 153, CHE 170, CHE 175, CHE 180, CHE 185, MA 113, MA 123, PHY 211, PHY 213, CHE 270, CHE 280

Pre-Education – minimum 15 hours
EDP 202, PSY 100 or PSY 110, MA 123 or STA 200, MA 201, PHY 160

Pre-Engineering – minimum 20 hours
MA 113, MA 114, MA 213, PHY 231, PHY 241, CHE 170 or PHY 232

Associate in Applied Science (AAS)

General Education Component

All SACS* accredited colleges will assure compliance with SACS general education criteria.

A student must complete a minimum of 15 credit hours to fulfill the general education requirement. General education credits must meet the following required distribution:

Mathematics .....3 credit hours
Science .....3 credit hours
Social Interaction.....3 credit hours
Heritage/Humanities/Foreign Languages .....3 credit hours
Writing/Accessing Information.....3 credit hours
Computer Literacy .....0-3 credit hours

Computer literacy must be demonstrated either by successfully completing a competency exam or by completing a computer literacy course. See Note 1) in previous section.

The above are minimum general education requirements; additional hours may be required in specific program curricula.

Technical and Support Component

Technical and support courses for AAS degrees vary from 45 to 61 credit hours. General Education and Technical Support components must be distributed so that programs do not exceed 76 credit hours.

Total Credit Hours

The total number of credit hours for AAS programs varies from 60-76 credit hours. AAS degree programs should incorporate multiple exit points, awarding certificates and diplomas when possible.

*SACS refers to the Commission on Colleges of the Southern Association of Colleges and Schools.

Diploma

A diploma program is designed to prepare students for technical employment within a one- to two-year period. The total number of credit hours for the diploma must not exceed those required for a degree in the same program of study. A prescribed program of technical and general education courses is designed to prepare students for a specific job title. Diploma programs provide preparation for a specific occupation, credit toward an associate degree, or continuing training opportunities for certificate program graduates. The diploma program contains general education courses emphasizing the skills identified in the SCANS (Secretary's Commission on Achieving Necessary Skills) report that are critical to entry-level workforce success for persons prepared at the diploma level.

Diploma curricula are approved through the KCTCS curriculum process. Diplomas will be applicable toward at least one associate degree (courses designated "Diploma Only" on the General Education list will not apply toward an associate degree). Diplomas will address appropriate general education competencies by requiring six to nine hours of general education course from the following areas:

Area 1: Writing/Accessing Information, Oral Communications, Humanities, or Heritage	3 credit hours
Area 2: Social Science, Behavioral Science, Natural/Applied Science, or Mathematics	3 credit hours
Area 3: Computer Literacy course or demonstrated competency	3 credit hours

Additional courses could be used for other areas in approved curricula for diplomas but may not meet general education transfer requirements.

The above are minimum general education requirements; additional hours may be required in specific program curricula.

Technical and Support .....30-62 credit hours

Total Credit Hours.....36-68 credit hours

Certificate

The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills. Certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized skill standards are not

available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.

Certificate curricula are approved through the KCTCS curriculum process. Certificates will be applicable toward at least one associate degree and will address one or more general education competencies.

Requirements for a certificate are applicable to the requirements of a diploma or associate degree in the same or a related field of study. Requests for exceptions must include appropriate documentation to justify approval. Certificates may contain general education courses emphasizing the skills identified in the SCANS (Secretary's Commission on Achieving Necessary Skills) report that are critical to entry-level workforce success for persons prepared at the certificate level, and associated with the diploma or associate degree program. SCANS has identified three foundations skills and five competencies necessary for success in the workplace.

Foundation Skills

- Basic Skills: reading, writing, arithmetic and mathematics, listening, and speaking.
- Thinking Skills: thinking creatively, making decisions, solving problems, knowing how to learn, and reasoning.
- Personal Qualities: individual responsibility, self-esteem, sociability, self-management, and integrity/honesty.

Competencies

- Resources: allocating time, money, materials, space and staff.
- Interpersonal Skills: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds.
- Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information.
- Systems: understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems.
- Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies.

Total credit hours.....12-36 credit hours

General Education Requirements

Competencies will be met at the level appropriate to the credential. A general education core curriculum enables BCTC to graduate men and women who are intellectually flexible, articulate, reflective, creative, and prepared for continuous learning. For all students, this implies some understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

General Education Competencies

I. Communicate Effectively
   1. Read and listen with comprehension.
   2. Speak and write clearly using standard English.
   3. Interact cooperatively with others using both verbal and non-verbal means.
   4. Demonstrate information processing through basic computer skills.

II. Think Critically
   1. Make connections in learning across the disciplines and draw logical conclusions.
   2. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
   3. Use mathematics to organize, analyze, and synthesize data to solve a problem.

III. Learn Independently
   1. Use appropriate search strategies and resources to find, evaluate, and use information.
   2. Make choices based upon awareness of ethics and differing perspectives/ideas.

3. Apply learning in academic, personal, and public situations.
4. Think creatively to develop new ideas, processes, or products.

IV. Examine Relationships in Diverse and Complex Environments

1. Recognize the relationship of the individual to human heritage and culture.
2. Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
3. Develop an awareness of self as an individual member of a multicultural global community.

Certificates

1. Certificates will address one or more general education competencies.
2. Certificate curricula will be approved through the KCTCS Curriculum process.
3. Certificates will be applicable toward at least one associate degree.

Diplomas

1. Diplomas will address appropriate general education competencies.
2. Diploma curricula will be approved through the KCTCS curriculum process.
3. Diplomas will be applicable toward at least one associate degree. Courses designated "Diploma Only" on the General Education list will not apply toward an associate degree.
4. General education 6-9 credit hour requirement for diplomas in areas 1-3 as follows:

Area 1: Writing/Accessing Information, Oral Communications, Humanities, or Heritage	3 credit hours
Area 2: Social Science, Behavioral Science, Natural/Applied Science, or Mathematics	3 credit hours
Area 3: Computer Literacy course or demonstrated competency	3 credit hours

Additional courses could be used for other areas in approved curricula for diplomas but may not meet general education transfer requirements.

Associate in Applied Science Degree

A student must complete a minimum of 15 credit hours to fulfill the general education requirement. General education credits must meet the following required distribution:

Mathematics .....3 credit hours
Science ..... 3 credit hours
Social Interaction ..... 3 credit hours
Heritage/Humanities/Foreign Languages..... 3 credit hours
Writing/Accessing Information..... 3 credit hours
Computer Literacy ..... 0-3 credit hours

Computer literacy must be demonstrated either by competency exam or by completing a computer literacy course.

The above are minimum general education requirements; additional hours may be required in specific program curricula.

Associate in Arts and Associate in Science Degrees
Core Transfer Components

Core Transfer Component:	**AA**	**AS**
Writing/Accessing Information	6	6
Oral Communications	3	3
Heritage	3	3
Humanities	3	3
Social Interaction	9	9
(At least two disciplines must be represented)		
Science	6	6
(Must include at least one with a laboratory experience)		
Mathematics	3	3
Subtotal Core Transfer	**33**	**33**

Additional General Education Requirements:

Heritage/Humanities/Foreign Language 3

Heritage/Humanities/Foreign Language/
Social Interaction..... 3
Science/Mathematics ..... 3.....9
Computer Literacy and/or course(s) to be chosen from the approved General Education list 6 6
Subtotal ..... **15.....15**
Total General Education Block ..... 48.....48

Other Degree Requirements/Electives ..... 12.....12
(Students are advised to choose hours to satisfy additional general education and pre-major requirements at the institution to which they are transferring. Students who complete ENG 105 to satisfy the Writing/Accessing Information competencies must complete 15 hours of electives.)

Total Credit Hours..... 60.....60

Associate in Arts and Associate in Science degrees are awarded to students who complete a minimum of 60 hours, including the specified general education requirements, with a grade point average of at least 2.0. A course used to fulfill one competency cannot be used to fulfill another competency. Developmental courses (courses numbered 001-099 and MA 108) cannot be used to satisfy graduation requirements.

1) **Computer Literacy:** may be demonstrated by
   a) Scoring a passing grade on the Internet and Computing Core Certification (IC^3) exam*,
   b) Providing documentation of IC^3 certification (taken within the previous five years),
   c) Articulating credit equivalent to an approved computer literacy course from another institution, or
   d) Receiving credit for one of the following approved KCTCS computer literacy courses:
      - IT 100Computer Literacy
      - CIS 100Introduction to Computers
      - CIT 105Introduction to Computing
      - OST 105Introduction to Information Systems

   In addition, IMD 100 will satisfy the computer literacy requirement for the BCTC credentials for the 2011-2012 academic year.

*Students may receive three credit hours for CIS 100 by successful completion of all three parts of the IC^3 exam *and* either the Certiport database exam or a one credit hour database course or the MOS Access exam.

2) **Cultural Studies**: At least one course within the 48 credit hour general education block must be selected from the identified Cultural Studies course list. The Cultural Studies courses will appear in italics within the standard general education categories.

3) **Mathematics:** The AS degree must include a total of at least 4 credit hours in MA, MAT, STA, or ST courses from the approved general education list.

General Education Categories and Course Options

Writing/Accessing Information

Diploma TEC 200 Technical Communications
OST 108 Editing Skills for Office Professionals
Any writing course approved for the AAS, AA, or AS

AAS, AA, AS
ENG 101 Writing I
ENG 102 Writing
ENG 105 Writing: An Accelerated Course

Oral Communication

Diploma, AAS, AA, AS
COM 181 Basic Public Speaking
COM 252 Introduction to Interpersonal Communications
COM 281 Communication in Small Group
COM 287 Persuasive Speaking

Mathematics

Diploma MAT 120 Intermediate Algebra with Applications
MAT 122 Intermediate Algebra: A Functional Approach
OST 213 Business Calculations for the Office Professional
Any mathematics course approved for the AAS, AA, or AS

AAS MAT 105 Business Mathematics
MAT 110 Applied Mathematics
MAT 115 Technical Mathematics
MAT 125 Technical Algebra and Trigonometry
Any higher level mathematics course

AA MAT 145 Contemporary College Mathematics
Any higher level mathematics course

AS MA 109 College Algebra
MA 110 Analytical Geometry and Trigonometry
MA 111 Contemporary Mathematics
MA 112 Trigonometry
MA 113 Calculus I
MA 114 Calculus II
MA 123 Elementary Calculus and Its Applications
MA 162 Finite Mathematics and Its Applications
MA 201 Mathematics for Elementary Teachers
MA 202 Mathematical Problem Solving for Elementary Teachers
MA 213 Calculus III
MA 214 Calculus IV
MA 241 Geometry for Middle School Teachers
MAT 150 College Algebra and Functions
MAT 155 Trigonometry
MAT 160 Precalculus
MAT 165 Finite Mathematics and its Applications
MAT 170 Brief Calculus with Applications
MAT 175 Calculus I
MAT 185 Calculus II
MAT 275 Calculus III
MAT 285 Differential Equations
ST 290 Statistics: A Force Human Judgment
ST 291 Statistical Method
STA 200 Statistics: A Force in Human Judgment
STA 291 Statistical Method

Science

Diploma PHX 150 Introductory Physics
Any science course approved for the AAS, AA, or AS

AAS, AA, AS
ANA 209 Principles of Human Anatomy
AST 101 Frontiers of Astronomy
AST 191 The Solar System and
AST 192 Stars, Galaxies, and the Universe
ASY 195 Introductory Astronomy Laboratory
BIO 112 Introduction to Biology
BIO 113 Introduction to Biology Lab
BIO 114 Biology I
BIO 115 Biology Laboratory I
BIO 116 Biology II
BIO 117 Biology Laboratory II
BIO 118 Microbes and Society
BIO 120 Human Ecology
BIO 121 Introduction to Ecology Laboratory
BIO 122 Introduction to Conservation Biology
BIO 124 Principles of Ecology
BIO 130 Aspects of Human Biology
BIO 135 Basic Anatomy and Physiology with Laboratory
BIO 137 Human Anatomy and Physiology I
BIO 139 Human Anatomy and Physiology II
BIO 140 Botany
BIO 141 Botany with Laboratory
BIO 142 Zoology
BIO 143 Zoology with Laboratory
BIO 144 Insect Biology
BIO 150 Principles of Biology I
BIO 151 Principles of Biology Laboratory I
BIO 152 Principles of Biology II
BIO 153 Principles of Biology Laboratory II
BIO 204 The Genetic Perspective
BIO 225 Medical Microbiology
BIO 226 Principles of Microbiology
BIO 227 Principles of Microbiology with Laboratory
BSL 214 Medical Microbiology
BSL 244 Principles of Environmental Science
CHE 120 The Joy of Chemistry
CHE 125 The Joy of Chemistry Laboratory
CHE 140 Introductory General Chemistry
CHE 145 Introductory General Chemistry Laboratory
CHE 150 Introduction to Organic and Biological Chemistry
CHE 155 Introduction to Organic and Biological Chemistry Laboratory
CHE 170 General College Chemistry I
CHE 175 General College Chemistry Laboratory I
CHE 180 General College Chemistry II
CHE 185 General College Chemistry Laboratory II
CHE 220 Analytical Chemistry
CHE 270 Organic Chemistry I
CHE 275 Organic Chemistry Laboratory I
CHE 280 Organic Chemistry II
CHE 285 Organic Chemistry Laboratory II
EST 150 Introductory Ecology

EST 160 Hydrological Geology
GEO 130 Earth's Physical Environment
GEO 251 Weather and Climate
GLY 101 Physical Geology
GLY 102 Historical Geology
GLY 110 Endangered Planet: An Introduction to Environmental Geology
GLY 111 Laboratory for Physical Geology
GLY 112 Laboratory for Historical Geology
GLY 130 Dinosaurs and Disasters: A Brief History of the Vertebrates
GLY 220 Principles of Physical Geology
PGY 206 Elementary Physiology
PGY 206 Elementary Physiology
PHY 151 Introduction to Physics
PHY 152 Introduction to Physics
PHY 160 Physics and Astronomy for Elementary Teachers
PHY 161 Introductory Physics Laboratory I
PHY 162 Introductory Physics Laboratory II
PHY 171 Applied Physics
PHY 172 Physics for Health Sciences
PHY 201 General Physics
PHY 203 General Physics
PHY 211 General Physics
PHY 213 General Physics
PHY 217 Intermediate Applied Physics
PHY 231 General University Physics
PHY 232 General University Physics
PHY 241 General University Physics Laboratory
PHY 242 General University Physics Laboratory
SCI 100 Environmental Science: An Inquiry-Based Interdisciplinary Approach
SCI 295 Scientific Investigations

Social Interaction

Diploma
EFM 100 Personal Financial Management
WPP 200 Workplace Principles
Any Social Interaction course approved for the AAS, AA, or AS

AAS, AA, AS
ANT 101 Introduction to Anthropology
ANT 121 Introduction to Cultural Anthropology
ANT 130 Introduction to Comparative Religion[1, 2]
ANT 160 Cultural Diversity in the Modern World
ANT 220 Introduction to Cultural Anthropology
ANT 221 Native People of North America
ANT 235 Food and Culture
ANT 241 Origins of Old World Civilizations
ANT 242 Origins of New World Civilizations
COM 101 Introduction to Communications
COM 249 Mass Media and Mass Culture
COM 254 Intro to Intercultural Communications
ECO 101 Contemporary Economic Issues
ECO 201 Principles of Microeconomics
ECO 202 Principles of Macroeconomics
FAM 252 Introduction to Family Science
FAM 253 Human Sexuality: Development, Behavior, and Attitudes
FLK 280 Cultural Diversity in the US
GEN 101 The Economics of Food and Agriculture
GEN 140 Development of Leadership

GEO 152 Regional Geography of the World
GEO 160 Lands and Peoples of the Non-Western World
GEO 172 Human Geography
GEO 210 Pollution, Hazards, and Environmental Management
GEO 240 Geography and Gender
GEO 256 Behavior in Space and Time
HUM 135 Introduction to Native American Literature2
HUM 202 Survey of Appalachian Studies I
HUM 203 Survey of Appalachian Studies II
HUM 204 Appalachian Seminar
HUM 221 Contemporary Perspectives on Peace and War
POL 101 American Government
POL 210 Introduction to European Politics: East and West
POL 212 Culture and Politics in the Third World
POL 235 World Politics
POL 255 State Government
POL 271 Introduction to Political Behavior
PSY 100 Introduction to Psychology
PSY 110 General Psychology
PSY 180 Human Relations
PSY 185 Human Potential
PSY 223 Developmental Psychology
PSY 230 Psychosocial Aspects of Death and Dying
PSY 297 Psychology of Aging
REL 130 Introduction to Comparative Religion[1, 2]
SOC 101 Introduction to Sociology
SOC 151 Social Interaction
SOC 152 Modern Social Problems
SOC 220 The Community
SOC 235 Inequality in Society
SOC 249 Mass Media and Mass Culture
SOC 260 Population, Resources and Change
SPA 115 Culture of Mexico for Non-Spanish Speakers
SWK 275 The Family
WGS 200 Introduction to Women's Studies in the Social Sciences

[1]A student may not receive credit for both ANT 130 and RS 130.
[2]May be used to fulfill either Social Interaction or Humanities competency but may not be used to fulfill both general education categories.

Heritage

Diploma, AAS, AA, AS

FLK 276 Introduction to Folk Studies
HIS 102 World Civilization II
HIS 104 History of Europe Through the Mid-Seventeenth Century
HIS 105 History of Europe from the Mid-Seventeenth Century to the Present
HIS 106 Western Culture: Science and Technology I
HIS 107 Western Culture: Science and Technology II
HIS 108 History of the U.S. Through 1865
HIS 109 History of the U.S. Since 1865
HIS 120 The World at War 1939-45
HIS 202 History of British People to the Restoration
HIS 203 History of British People Since the Restoration
HIS 206 History of Colonial Latin America
HIS 207 History of Modern Latin America, 1810 to present
HIS 240 History of Kentucky

HIS 247 History of Islam and Middle Eastern Peoples, 500-1250
HIS 248 History of Islam and Middle East Peoples, 1250 to Present
HIS 254 History of Sub-Saharan Africa
HIS 260 African-American History to 1865
HIS 261 African-American History 1865 to the Present
HIS 265 History of Women in America
HIS 270 Ancient Europe
HIS 271 Medieval Europe
HIS 295 East Asia to 1800
HIS 296 East Asia since 1800

Humanities

Diploma, AAS, AA, AS

ANT 130 Introduction to Comparative Religion[1, 2]
ART 100 Introduction to Art
ART 104 Introduction to African Art
ART 105 Ancient Through Medieval Art
ART 106 Renaissance Through Modern Art
CLA 135 Greek and Roman Mythology
ENG 161 Introduction to Literature
ENG 221 Survey of English Literature I
ENG 222 Survey of English Literature II
ENG 230 Introduction to Literature (Subtitle)
ENG 231 Literature and Genre (Subtitle)
ENG 232 Literature and Place (Subtitle)
ENG 234 Introduction to Women's Literature (Subtitle)
ENG 251 Survey of American Literature I
ENG 252 Survey of American Literature II
ENG 261 Survey of Western Literature from the Greeks through the Renaissance
ENG 262 Survey of Western Literature from 1660 to the Present
ENG 264 Major Black Writers
ENG 270 The Old Testament as Literature
ENG 271 The New Testament as Literature
ENG 281 Introduction to Film
ENG 282 International Film Studies
FLK 276 Introduction to Folk Studies
GEN 170 Art Appreciation
HON 101 The Ancient World
HON 102 The Medieval and Renaissance World
HON 201 The Early and Modern World
HON 202 The Contemporary World
HRS 101 An Integrated Study of Western Civilization I
HRS 102 An Integrated Study of Western Civilization II
HRS 201 An Integrated Study of Western Civilization III
HRS 202 An Integrated Study of Western Civilization IV
HUM 120 Introduction to the Humanities
HUM 135 Introduction to Native American Literature[2]
HUM 150 Introduction to African Literature
HUM 202 Survey of Appalachian Studies I
HUM 203 Survey of Appalachian Studies II
HUM 204 Appalachian Seminar
HUM 210 Ancient Art History
HUM 212 Renaissance Art History
HUM 213 Modern Art History
HUM 220 Historical Perspectives on Peace and War
HUM 230 Twentieth Century Japanese Literature and Culture (in translation)

MUS 100 Introduction to Music
MUS 101 Folk and Traditional Music of the Western Continents
MUS 104 Introduction to Jazz History
MUS 201 Music in Western Culture to 1700
MUS 202 Music in Western Culture, 1700-present
MUS 206 American Music
MUS 207 African American Music History
MUS 208 World Music
MUS 220 Symphonic Music
MUS 222 History and Sociology of Rock Music
PHI 100 Introduction to Philosophy: Knowledge and Reality
PHI 120 Introductory Logic
PHI 130 Introduction to Philosophy: Morality and Society
PHI 140 The Ethics of War and Peace
PHI 260 History of Philosophy I: From Greek Beginnings to the Middle Ages
PHI 270 History of Philosophy II: From the Renaissance to the Present Era
PHL 110 Bioethics: Moral Issues in Health Care
PHL 120 Business Ethics
REL 101 Introduction to Religious Studies
REL 120 Introduction to the Old Testament
REL 121 Introduction to the New Testament
REL 130 Introduction to Comparative Religion[1, 2]
THA 101 Introduction to Theatre: Principles and Practices
THA 200 Introduction to Dramatic Literature
THA 283 American Theatre
WGS 201 Introduction to Women's Studies in the Arts and Humanities

[1]A student may not receive credit for both ANT 130 and REL 130.
[2]May be used to fulfill either Social Interaction or Humanities competency but may not be used to fulfill both general education categories.

Foreign Languages

AAS, AA, AS

CHI/RAE 150 Beginning Chinese I
CHI/RAE 151 Beginning Chinese II
CLA 101 Elementary Latin
CLA 102 Elementary Latin
CLA 201 Intermediate Latin III
CLA 202 Intermediate Latin
FRE 101 Elementary French
FRE 102 Elementary French
FRE 201 Intermediate French
FRE 202 Intermediate French
GER 101 Basic German
GER 102 Basic German
GER 201 Intermediate German
GER 202 Intermediate German
JPN 101Beginning Japanese I
JPN 102Beginning Japanese II
SED 101 American Sign Language I
SED 102 American Sign Language II
SED 203 American Sign Language III
SED 204 American Sign Language IV
SPA 101 Elementary Spanish I (spoken approach)
SPA 102 Elementary Spanish II (spoken approach)
SPA 201 Intermediate Spanish III (spoken approach)

SPA 202 Intermediate Spanish IV (spoken approach)
SPA 210 Spanish Grammar and Syntax
SPA 211 Spanish Conversation

Computer Literacy

Diploma, AAS

IT 100 Computer Literacy

AAS, AA, AS

CIS 100 Introduction to Computers
CIT 105 Introduction to Computing
OST 105 Introduction to Information Systems

* In addition, IMD 100 will satisfy the computer literacy requirement for BCTC credentials for the 2011-12 academic year.