

BCTC Academic Policies and Resources

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BCTC makes every effort to include relevant, timely, and accurate information in this document. BCTC reserves the right to update items addressed in this publication as needed and indicated by changes in circumstances, KCTCS policies or BCTC actions.

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I. BCTC ESSENTIALS

A. BCTC GENERAL INFORMATION

- [BCTC Website](#)
- BCTC Toll-Free Phone: 1 - (866) - 744 – 4872
- BCTC Infoline: 1 - (859) - 246 – 4636
- [BCTC Campus Information Website](#)

B. BCTC IMPORTANT CALENDARS

- [BCTC Academic Calendar](#)
- [BCTC Final Exam Schedule](#)
- [BCTC Student-Faculty Events Calendar](#)

C. BCTC ESSENTIAL TOOLS

All student should become familiar with the following student service tools:

- [KCTCS Email and Peoplesoft Accounts](#)
- [BCTC Current Students Website](#)
- [Student User Account Center](#)
- [Student Self-Service \(Peoplesoft\)](#)
- [MyPath](#)
- [Blackboard](#)
- [Starfish](#)

D. KCTCS MYPATH and STUDENT APPS



To access student applications from Email to Office 265, from Blackboard to Student Self-Service, and from STARFISH to OneDrive, use the KCTCS Single Sign-On Mypath.kctcs.edu.

E. BCTC ACCOMMODATIONS:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for a course, must contact BCTC’s Disability Support Services (DSS) Office. Students should not request accommodations directly from the instructor.

- [Disability Support Services Website](#)
- DSS Email: BL_DSS@kctcs.edu
- DSS Toll-Free Phone: 1 - 866 - 774 - 4872 ext. 6728

II. BCTC TECHNOLOGY SERVICES AND POLICIES

A. BCTC MINIMUM EQUIPMENT REQUIREMENTS

Most BCTC courses have a required online component and thus require regular and consistent access to a computer, webcam, and high-speed internet. Mobile devices such as cellphone and some tablets are not sufficient to access all components of many courses. Access to required technologies is necessary and expected, even when open computer labs or public library access might be limited, so students should make arrangements to access technologies as needed. If you need assistance meeting this requirement, please contact your instructor or [BCTC Student Technical Support](#) immediately.

- [Blackboard Minimum Requirements](#)
- [Troubleshooting with Blackboard](#)
- [BCTC Open Computer Labs](#)
- [BCTC Open Computer Lab Policies](#)
- [BCTC Technical Support Helpdesk](#)



B. BCTC ESSENTIAL SOFTWARE REQUIREMENTS (FREE for Students)

Many BCTC courses require the use of Office 365 products, including Word, Excel, Powerpoint or Teams. All BCTC students can get Office 365 Suite for free on their personal devices. Likewise, many classes will utilize Microsoft Teams or require Document Scanning applications. Please ensure you have access to all of the following applications.

- [Install Office 365 Suite](#) (Word, Excel, Powerpoint, Outlook and more!)
- [Install KCTCS Mobile App](#)
- [Install TEAMS desktop/mobile App](#)
- [Install or Become Familiar with Mobile Document Scanner](#)

C. GENERAL EMAIL POLICY

BCTC's [Quality Enhancement Plan](#) includes a focus on Professional Communication. As such, all email communications with the college, including those with your instructors, should:

- Utilize your KCTCS email address
- Include your NAME and the Course number (for instructors) or Student ID (for other areas of the college)
- Use proper English, grammar, capitalization, punctuation, and email netiquette
- Avoid "text-speak" or "chat-speak"

For all communications that follow the guidelines above, students should expect a response within a maximum of two (2) business/class days. Most instructors follow a 24 hours or less response guideline.

D. BCTC CLASS SESSION RECORDINGS POLICY

Class Sessions associated with this course may be recorded by the Instructor. Students will be notified when a recording is in progress. Students are hereby notified that the content of the recordings may, at times, include their faces and voices. Continued participation in this course establishes consent to be recorded. Recordings will be posted by the Instructor so that they are only accessible to the students in this course. If the Instructor intends to release or post these recordings for other sections of this course or for any other purposes, the Instructor will notify students heard or seen in the recordings and will ask for written permission. Students are advised that the written permission, if granted, will be retained in their student records. If students in this class have any questions regarding these recordings or the form they may be asked to sign, students should talk with the Instructor.

E. BCTC PROCTORED EXAM/TESTING SERVICES INFORMATION

Many online classes require that students take proctored midterm exams and/or final exams. A proctor is a person, approved by the course instructor, or an online program such as Proctorio, who verifies the identification of students and serves as a monitor while the student takes the exam. Additionally, placement exams and other assessments may be scheduled through the BCTC Testing Center.

- [BCTC Distance Learning Site](#)
- [BCTC Testing Center Site](#)
- [Information about KCTCS Testing Centers](#)

F. PROCTORIO ONLINE PROCTORING INFORMATION

If your class requires proctored exams using Proctorio Online Proctoring Solution, here are some tips:

- No appointment needed, no additional cost, online proctoring service
- **You cannot access Proctorio using a mobile device!**
- Must use Google Chrome Browser
- Must have a properly working Webcam and Microphone.
- Required download of [Proctorio Extension](#)
- [Proctorio Minimum Requirements](#).
- [Proctorio Instructions and Support for Test Takers](#)



III. BCTC EMERGENCY AND CONTINGENCY POLICIES

A. WEATHER OR EMERGENCY CLOSING/DELAY INFORMATION

Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. When classes are **delayed**, students should report to school at the announced time and attend the class NORMALLY scheduled at that time. Information about cancelled or delayed classes will be posted on

the BCTC website and many local radio and television stations. Students should check their email and Blackboard for announcements from instructors.

Note: For online classes assignments are typically due as posted regardless of institutional closings

- [Emergency and Inclement Weather Information](#)
- [SNAP Safety Notification Alert Process](#)



B. BCTC CLOSED CAMPUS CONTINGENCY POLICY

The College must remain flexible to meet challenges that may include epidemics, pandemics, natural disasters, human-influenced disasters, and any and all threats to the College campus, students, employees, and surrounding communities. To ensure the safety and well-being of our constituencies, the College maintains the right to move classes temporarily or permanently to online, remote platforms; to a hybrid section that includes some face-to-face learning and some remote learning; or to a different campus, location, building, or time. Additionally, the College reserves the right to institute plans or practices in the physical classroom/lab/activity spaces and common areas to protect students and faculty. The College will attempt to make these changes as minimally disruptive as possible, but the College reserves the sole right to alter the particular type, place, or time for their classes.

In the event the college closes for an extended time due to extreme weather, disaster, or illness, provisions have been put in place to conduct class remotely. Assignments and lecture may change from what is currently being conducted on campus. Your class syllabus should discuss specific alterations for such events. Please check your email and/or course messages often for updates and details.

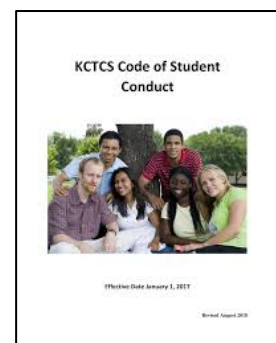
IV. BCTC ACADEMIC POLICIES AND SERVICES

A. BCTC ACADEMIC INTEGRITY

BCTC follows all policies outlined in the [KCTCS Code of Student Conduct](#).

It is an expectation for all college classes that all academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is the result of the student's own thought, research, or self-expression. Utilizing outside resources and study groups for guidance of learning concepts is strongly encouraged. However, all submitted work should be completed solely by the student.

If you have any questions regarding Student's Rights and Responsibilities from the KCTCS Code of Student Conduct, or specifically within a class, the [BCTC Academic Ombud](#) is available to help!



B. BCTC STUDENT SUCCESS HUB



The [BCTC Student Success Hub \(The Hub\)](#) provides student orientations, peer mentoring, study skills workshops, study abroad opportunities, facilitates tutoring services, and is a general resource for all students.

- [BCTC Student Services Handbook](#)
- Do you have a general question about student services? Reach out to [The Hub!](#)

C. BCTC TUTORING SERVICES

BCTC has several free tutoring service options available, including general walk-in tutoring, online tutoring, embedded tutoring, and Spotlight Instruction.

- [BCTC Tutoring Services](#)
- [BCTC Tutoring Schedules](#)
- [BCTC Online Tutoring \(ThinkingStorm\)](#)
- Embedded Tutoring
- Spotlight Instruction Series
- [BCTC Student Success Hub](#)

D. BCTC LIBRARY AND LEARNING RESOURCES

The BCTC Library can provide assistance with multiple topics, both related to using library services and using technology. Services are available both on-campus and online.



- [BCTC Library and Learning Resources Site](#)

V. BCTC ETHICS, VALUES, DIVERSITY, EQUITY AND INCLUSION

BCTC is an Equal Educational and Employment Opportunity institution.

BCTC welcomes and respects people of all cultures, religions, ages, socio-economic statuses, sexual orientations, gender identities, national origins, languages, and abilities. We celebrate individual differences as we evolve to be the face of a unified world. Our differences strengthen our resolve to deliver the highest standard of education in the Bluegrass Region. (endorsed by BCTC Board of Directors - March 1, 2017)

- [KCTCS Code of Student Conduct](#)
 - [Student Right-to-Know](#)
 - [Title IX Information](#)
 - [BCTC Anti-Harassment and Discrimination](#)
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VI. BCTC GRADE INFORMATION

A. BCTC MIDTERM AND FINAL COURSE GRADES

All BCTC Classes will post both Midterm and Final Course grades. Students may access their official course grades through Student Self-Service.

- [BCTC Midterm Grade Information](#)
- [How to Access Official Course Grades](#)

B. BCTC DROP AND WITHDRAWAL PROCEDURES

Students may drop or withdraw from a class using their Student Self-Service. When a student DROPS a course during the Add/Drop period at the beginning of each term, the course will no longer appear on your transcript. When a student WITHDRAWS from a course, the student will receive an official grade of “W” for the course. *Please review Financial Aid and SAP Policies before dropping or withdrawing from a course.*

Through Midterm, students may withdraw from any BCTC course without instructor permission. For withdrawals that occur after Midterm, students must refer to their individual class syllabus for instructor policies.

If BCTC is **not** your home college, then you are subject to the withdrawal policies of your home college. Contact the registrar’s office of your home college for more information.

Please review Financial Aid and SAP Policies before withdrawing from a course.

- [BCTC Withdrawal Information and Procedures Site](#)

C. BCTC ATTENDANCE VERIFICATION (“NO-SHOW”)

Students must participate in class by either attending or completing assigned academic work to maintain enrollment in the course. Students who do not participate in a class within the first seven (7) school days from the beginning of a term will be declared a “No Show” for the course. Students who have been declared a “No Show” for a course will no longer be eligible to pass that course. If the student’s home campus is BCTC, the student will also be administratively dropped from the course.

Attendance verification is required before financial aid can be distributed. Dropping a class, withdrawing from a class or being declared a “No Show” can all impact your financial aid distribution.

VII. BCTC FINANCIAL AID AND SATISFACTORY ACADEMIC PROGRESS

Students receiving grants and/or loans to pay for classes should be aware that withdrawing or failing a class may affect future financial aid eligibility. All students should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. All students are expected to attend class and have the required textbook(s) and supplies even though the student may have an appeal in process or have not yet received financial aid. Financial aid may also be affected if students have not submitted the correct program plan. To receive financial aid, students must

declare an approved program of study. Students declared “PENDING” and “UNDECIDED” are not eligible to receive a financial aid disbursement.

- [BCTC Affording College Site](#)
- [Satisfactory Academic Progress \(SAP\) Information Site](#)
- [Financial Aid Award Information](#)
- [BCTC Important Dates for Financial Aid](#)