

BCTC CAMPUS INFORMATION

BCTC Website: www.bluegrass.kctcs.edu
Lexington Campuses: 859-246-6200
Lawrenceburg Campus: 502-839-8488
Cancellations & Delays: https://bluegrass.kctcs.edu/news_and_events/closings_and_delays.aspx
BCTC infoline: 859-246-4636

BCTC Toll-Free Number: 1-866-774-4872
Danville Campus: 859-239-7030
Winchester Campus: 859-737-3098

ETHICS/VALUES

All students are expected to comply with the Student Code defined by the Kentucky Community and Technical College System. This code can be found at: https://kctcs.edu/Current_Students/Code_of_Student_Conduct.aspx
Cheating and plagiarism and the sanctions for these offenses are described within the code.

ACCOMMODATIONS

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact a staff member in BCTC's Disability Support Services (DSS) office. Please do not request accommodations directly from the professor or instructor.

DSS Contact Info: <https://bluegrass.kctcs.edu/DSS/>

DSSToll-Free: 1-866-774-4872 ext 6728

DSS Office Locations: Cooper Campus, OB 320C, 246-4678 or Leestown Campus C116

EMAIL POLICY

All students will have a KCTCS e-mail account established. This allows for better communication to students from faculty and staff at the college. **Students should check this account regularly.** No consideration will be given to students that miss information because they failed to check this e-mail account. Similarly, no consideration will be given to students that miss information because an e-mail was rejected due to their inbox being full.

WITHDRAWAL PROCEDURE

The Withdrawal Policy can be found at: https://bluegrass.kctcs.edu/registrar/withdrawal_policy.aspx

The following procedure only applies to students who have BCTC as their home campus. If your home campus is not BCTC, you will need to contact someone in the Registrar's Office at your home campus. You are subject to the withdrawal policy of your home campus.

To Withdraw From a Class from the First Day of the Class through Midterm:

- Obtain and complete the withdrawal slip from the Student Records Office;
- Return the withdrawal slip to the Student Records Office, and retain a copy for your records.

To Withdraw From a Class After Midterm Through the Last Day to Officially Withdraw:

- Obtain and complete the withdrawal slip from the Student Records Office;
- If the instructor will grant permission (see course syllabus for withdrawal policy), have the instructor of the class you wish to withdraw from initial the withdrawal slip;
- Return the withdrawal slip to the Student Records Office, and retain a copy for your records.

To Withdraw From an Online BCTC Class:

- Send an email to BL_DistanceLearningWithdraw@kctcs.edu that includes your name, Peoplesoft ID number, course prefix, course number and section. If the request is sent after midterm, you will need to receive instructor permission and forward that email, along with the previous information, to the address above.
- For further instructions on this withdrawal policy, visit http://bluegrass.kctcs.edu/Academics/Distance_Learning/Student_Resources/Add_Drop.aspx

To Withdraw From all KCTCS Classes:

- Obtain and complete the withdrawal slip from the Student Records Office. Return the withdrawal slip to the Student Records Office and retain a copy for your records.
 - To completely withdraw from all BCTC courses does NOT require individual faculty signatures.
 - A BCTC student enrolled in classes offered by another KCTCS institution must obtain instructor's permission to withdraw from those classes.
- If you cannot withdraw in person, you must notify the Student Record's Office by mail or fax. The letter must include: your name, date, Peoplesoft ID number or social security number, the semester you are withdrawing from, and your signature. You can fax this information to (859)246-4666 or mail it to BCTC Student Records Office, 203 Oswald Building, 470 Cooper Drive, Lexington, Kentucky 40506-0235.

FINANCIAL AID - SAP STATEMENT

If you receive grants and/or loans to pay for this class you should be aware that withdrawing or failing this class may affect your future financial aid eligibility. You should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. Contact the Financial Aid Office for a copy of the SAP policy. All students are expected to attend class and have the required textbook(s) even though you may have an appeal in process or have not yet received financial aid.

WEATHER OR EMERGENCY CLOSING INFORMATION

Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are **delayed**, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages. Closing and Delay procedures can be found at:

https://bluegrass.kctcs.edu/news_and_events/closings_and_delays.aspx

TUTORING

The locations and schedules of free tutoring services can be found at:

https://bluegrass.kctcs.edu/Mathematics_and_Statistics/Tutoring_Information/Tutoring_Hours.aspx

BCTC is an Equal Opportunity Institution