

BIG SANDY COMMUNITY AND TECHNICAL COLLEGE

STUDENT HANDBOOK

2010/2011



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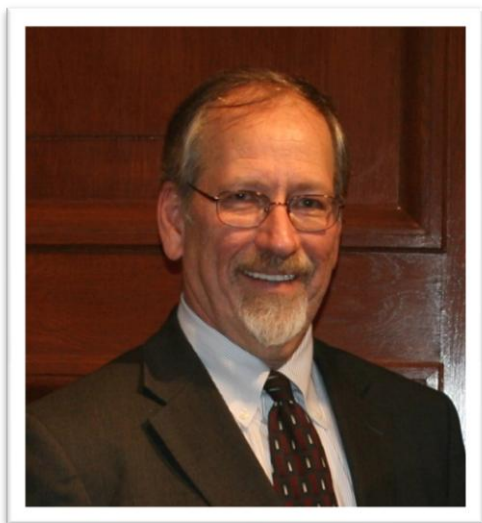
Disclaimer: The information contained in this catalog is accurate as of June 1, 2010. Changes may be made without notice.

Introduction

The Big Sandy Community and Technical College Catalog serves as the students' guide to academic programs and student services that our College provides. Students who enroll in an academic program are required to fulfill requirements as they exist at the time of such enrollment. If requirements change while the student is enrolled in a program, he or she may fulfill either the new or old requirements. At the discretion of the College, students will be required to participate in an exit assessment as part of the College's institutional effectiveness and improvement efforts.

Big Sandy Community and Technical College (BSCTC) makes every effort to include relevant, timely and accurate information in the catalog. However, BSCTC reserves the right to make changes in the calendar, admissions policies, expenses, programs, curricula, course descriptions or any other elements related to the College. It is the student's responsibility to verify the accuracy of information with appropriate college personnel.

Message from President Edwards



Welcome to Big Sandy Community and Technical College. Higher Education Begins Here! We are here to provide you with a quality education that is both accessible and affordable.

If you are a new student at our College or newly enrolled in a particular academic program, the *2010/11 Catalog* is your guide to the many academic programs and student services that Big Sandy Community and Technical College offers. It is an important tool that will help you explore the educational opportunities available at BSCTC.

Also, I invite you to visit our online version of the *Catalog* located in the student section of the BSCTC web site at <http://www.bigsandy.kctcs.edu/admissions/catalog.php>. This convenient, user-friendly tool will allow you to easily search all of the educational programs offered at Big Sandy Community and Technical College.

BSCTC prides itself in providing students with an education that is not only affordable and convenient, but is also relevant to the workplace. Teaching is our top priority. Our faculty's focus is on you and your educational goals. Our instructors bring real world experience into the classroom to assist you in meeting the challenges ahead.

Thank you for your interest in Big Sandy Community and Technical College. On behalf of BSCTC, I would like to wish you the best of luck on your educational journey. If you have further questions, please call the campus number that is local for you. (Paintsville: 606-789-5321, Pikeville: 606-218-2060, Prestonsburg: 606-886-3863) Outside Johnson, Pike or Floyd Counties call 1-888-641-4132.

Sincerely,

Dr. George D. Edwards
President
Big Sandy Community and Technical College

History and Functions of KCTCS

Created by the Postsecondary Education Improvement Act of 1997, the Kentucky Community and Technical College System (KCTCS) is 16 two-year colleges that provide quality postsecondary education and workforce training. KCTCS colleges are committed to making education accessible, relevant and responsive to the needs of students, employers and communities.

Sixty-eight KCTCS campuses are strategically located across the Commonwealth, from Ashland to Paducah, from Covington to Bowling Green. Our alliance with the Kentucky Virtual Campus (KYVC) gives KCTCS a presence in cyberspace. KCTCS is the largest provider of Internet-based courses in the state offering more than 1,100 online courses through KYVC.

KCTCS colleges confer three types of credentials — certificates, diplomas and associate degrees including Associate in Arts, Associate in Science and Associate in Applied Science — upon students who complete credit programs.

While continuing to emphasize its historical mission to provide general education, KCTCS is increasing its focus on occupational/technical education. KCTCS colleges have instituted more than 2,800 new programs and program options since 1998.

While providing credit-based academic and technical programs is a primary function of KCTCS, the System also views postsecondary education as a crucial resource for workforce development. KCTCS forges partnerships between colleges and businesses to provide Kentucky workers with the skills required today, and to help industries and individuals develop the capabilities they will need tomorrow.

KCTCS also enhances learning opportunities for all Kentuckians through non-credit continuing education. From personal improvement to cultural activities, community development programs at KCTCS institutions are tailored to meet local needs. KCTCS colleges sponsor an array of fine arts programs that enrich their communities.

KCTCS institutions offer a wide range of student services, making the admissions process easy to navigate. Students at KCTCS colleges are eligible for federal financial aid and a variety of need- and merit-based scholarships.

While focusing on quality, KCTCS colleges are the best value in postsecondary education in Kentucky. Year in and year out, KCTCS tuition and charges are the lowest in the Commonwealth. Students at community and technical colleges benefit from a single, simple tuition and charge structure.

KCTCS colleges are enhancing efficiency and service to the Commonwealth at each of the System's 16 colleges by consolidating functions, services and programs, and by pursuing single accreditation under the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

For more information on how KCTCS changes the lives of students, please visit our web site at www.kctcs.edu.

History of Big Sandy Community & Technical College

Mayo Technical College was instituted in 1938 by Governor A.B. "Happy" Chandler as the first vocational school for post-secondary students in Kentucky. Over the years it evolved into a vocational-technical school, a technical institute and then Mayo Technical College. Mayo Technical College served students from 1938 until present day by using cutting edge vocational and technical programs geared to the needs of business and industry for a skilled workforce.

Prestonsburg Community College, founded in 1964 under Governor Bert T. Combs' leadership, was part of a system of community colleges governed by the University of Kentucky. Offering high quality

transfer programs and community education for almost forty years, Prestonsburg Community College provided access to educational, cultural and social opportunities for residents of the Big Sandy Region, which includes Floyd, Johnson, Magoffin, Martin and Pike Counties.

Mayo Technical College and Prestonsburg Community College became part of the Kentucky Community and Technical College System upon its creation in 1997.

July 1, 2002 marked the date that Mayo Technical College and Prestonsburg Community College began consolidating programs, services, staff and facilities to form a single two-year college. From July 1, 2002 until June 30, 2003 the colleges operated in a transition phase while pursuing single SACS accreditation and searching for a single name for the College. On August 15, 2003 the KCTCS Board of Regents approved Big Sandy Community and Technical College as the name of the consolidated institution. Four campuses comprise BSCTC; Hager Hill, Mayo, Pikeville and Prestonsburg. Mayo Technical College's COE and Prestonsburg Community College's SACS individual accreditations were replaced by SACS single accreditation for Big Sandy Community and Technical College in December 2003.

Big Sandy Community & Technical College Mission Statement

Big Sandy Community and Technical College, a member of the Kentucky Community and Technical College System, is a public, comprehensive educational institution awarding certificates, diplomas and associate degrees. As a progressive, learning-centered institution, the College offers accessible and affordable educational, cultural, and social opportunities. Utilizing diverse methods of instructional delivery and associated services, the College provides quality learning experiences for those preparing for entry into the workforce, transferring to a baccalaureate institution, and seeking to enhance their knowledge and skills. Big Sandy Community and Technical College also delivers customized training and services responsive to the workforce needs of citizens, businesses, and industries.

Approved by KCTCS Board of Regents June 17, 2010.

Big Sandy Community & Technical College Values Statement

The beliefs and values of Big Sandy Community and Technical College are found in its Mission Statement.

The College values:

- Dynamic learning.
- The dignity, worth, and uniqueness of each individual.
- A person's right to achieve his or her fullest potential.
- Diversity and global awareness.
- Community and public service.
- An environment that encourages:
 - Effective communication;
 - Freedom of expression;
 - Cultural awareness and enrichment;
 - Professional and intellectual growth;
 - Personal assessment;

- Informed decision making;
- Problem solving;
- Environmental awareness; and
- Analytical, critical, and ethical thinking.

Big Sandy Community & Technical College Vision Statement

It is the vision of Big Sandy Community and Technical College that its dedication, commitment, and implementation of its stated values will lead to achieving the BSCTC Mission and Outcomes and improvements will be demonstrated and continuously improved through clearly defined and structured processes and procedures of planning and evaluation.

Academic Calendar

In order to be responsive to students and community needs, BSCTC offers sessions in a variety of lengths, from 2 weeks to 16 weeks. The two primary semesters begin in August and January. The College offers shorter sessions, including weekends, within each semester to allow students the flexibility to schedule classes that best meet their needs. A variety of sessions from 2 to 8 weeks are also available during the summer months.

Fall 2010

August 11-12	Registration
August 13	Additional Drop/Add
August 16	Classes Begin
September 6	Labor Day (Academic Holiday)
October 8	Midterm
October 11-16	Fall Break
October 29	Financial Aid 100 % Day
November 25-27	Thanksgiving (Academic Holiday)
December 4	Classes End
December 6-11	Final Exams
December 10	Graduation
December 15	End of Semester

Spring 2011

January 5-6	Registration
January 7	Additional Drop/Add
January 10	Classes Begin
January 17	Martin Luther King Day (Academic Holiday)
February 21	President's Day (Academic Holiday)
March 4	Midterm
March 7-12	Spring Break
March 25	Financial Aid 100 % Day
April 22	Good Friday (1/2 day Academic Holiday)
April 29	Classes End
May 2-7	Final Exams
May 7	Graduation
May 13	End of Semester

INTERSESSION 2011

May 9	Registration
May 10	Classes Begin
May 20	Midterm
May 30	Memorial Day (Academic Holiday)
May 31	Classes End
June 1	Final Exams
June 3	End of Session

SUMMER 8-WEEK 2011

June 1-2	Registration
June 6	Classes Begin
July 1	Midterm
July 4	Independence Day (Academic Holiday)
July 26	Classes End
July 27-28	Final Exams
July 31	End of Session

<i>KCTCS Leadership*</i>

* Reflects KCTCS leadership as of July 1, 2010.

Board of Regents

Mr. Thomas O. Zawacki, Chair
 Mr. Larry Savage, Vice Chair
 Mr. Porter G. Peeples, Sr., Secretary
 Ms. Rhonda J. Arthur
 Mr. Richard A. Bean
 Mr. Elijah Buell, Jr.
 Mr. Jackie B. Cecil
 Dr. Michael Ginsberg
 Dr. Gail R. Henson
 Ms. Barbara A. Hoskins
 Ms. Joyce C. Kelly
 Ms. Johnna Reeder
 Ms. Marcia L. Roth
 Ms. Doris C. Thomas

President

Dr. Michael B. McCall

President's Cabinet

Dr. Jay K. Box, Chancellor
 Mr. Timothy R. Burcham, CFRE, Vice President
 Ms. Beth R. Hilliard, Senior Executive Assistant to the President
 Dr. Gwendolyn G. Joseph, Vice President
 Mr. J. Kenneth Walker, Vice President

<i>BSCTC Board of Directors</i>
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Peggy Blankenship Stepp, Chair
 Susan Chafin, Faculty Representative
 Roger Ford, Secretary

Charles Rusty Justice
 Dr. Lon Lafferty
 Karen Sellers
 Jeanna Smith, Student Representative
 Dr. Charles Wheeler
 Jimmy Wright, Staff Representative

Emeritus Members:
 Robert M. Conley
 Paul R. Gearheart

Big Sandy College Educational Foundation, Inc.

Julie Paxton, *Chair*
 Grover Arnett, *Vice Chair*
 Linda Wagner Justice, *Treasurer*
 Dr. George D. Edwards, *Secretary*
 Janice Allen
 Dr. Charles Arnett
 Don Cecil
 Nita Collier
 Dennis Dorton
 Jean M. Dorton
 William G. Francis
 Dr. Rodney Handshoe

Mary Lou Haney
 Jerry Kanney
 Judi Patton
 Dr. Rakesh Sachdeva
 Bertie Kaye Salyer
 Karen Sellers
 Bob Shurtleff
 Burl Wells Spurlock
 Dr. Chandra Varia
 Dr. Mahendra Varia
 Greg Wilson

College Administration

Dr. George D. Edwards	President
Dr. Nancy B. Johnson	Provost
John Herald	Vice President of Business Affairs
Bobby McCool	Vice President of Institutional Services
Randy Roberts	Interim Director, Office of Communications, Marketing and Public Relations & Pikeville Campus Coordinator
Melinda Justice	Interim Dean of Student Support Services
Carla Reynolds	Interim Dean of Learning Initiatives
Charlene Carroll	Associate Dean of Academic Affairs – Allied Health Programs
Susan Chafin	Interim Associate Dean for Learning Support Services
Billie Jean Cole	Associate Dean of Student Affairs – Enrollment Management
Chris Daniel	Associate Dean of Academic Affairs – Adjunct Faculty, Service Learning & Professional Development
Melissa Forsyth	Associate Dean of Academic Affairs - Director of Library Services
Dr. Patsy Jackson	Associate Dean of Academic Affairs – General Education
Keithen McKenzie	Associate Dean of Academic Affairs – Technical Programs
Michelle Meek	Associate Dean of Business Affairs
Jimmy Wright	Associate Dean of Student Affairs - Admissions
Denese Atkinson	Interim Director of Institutional Effectiveness
Jackie Cecil	Director of Human Resources
John Dove	Director of Information Technology
Kelli Hall	Interim Director of Community, Workforce and Economic Development
Jeffrey Hicks	Director of Retention

Mazola Salmons
Tina Terry
Denise Trusty
Ron Carter
Jean Dorton
Bill Duke
Della Pack
Judith Valade

Director of Grants
Director of Cultural Diversity
Director of Financial Aid
Facilities Management Specialist
Interim Manager of Advancement
Special Projects Coordinator
Registrar
Center for Enrichment Resources

Accreditation

Big Sandy Community and Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the associate degree.

For more information about the Southern Association of Colleges and Schools, visit their web site at www.sacs.org.

Academic Programs

Associate in Arts Degrees (AA)

Associate in Science Degrees (AS)

Air Conditioning Technology

AAS – Air Conditioning Technology
Diploma - Heating, Ventilation, and Air Conditioning Mechanic
Certificate - Environmental Control System Servicer
Certificate - Environmental System Repair Helper
Certificate - Domestic Air Conditioner and Furnace Installer
Certificate - Refrigeration Mechanic

Automotive Technology

AAS - Automotive Technology
Automotive Technician Option
Diploma - Automotive Technician
Certificate -Automotive Air Conditioning Mechanic
Certificate -Automotive Electrician
Certificate -Manual Transmission/Drive Train Technician
Certificate -Automatic Transmission /Transaxle Technician
Certificate -Brake Repairer
Certificate -Engine Repairer
Certificate -Front End Mechanic
Certificate -Tune-Up Mechanic
Certificate – Automotive Industry Safety, Health and Environmental Regulation Compliance

Business Administration

AAS - Business Administration
Accounting Option
Management Option
Office Systems Option
Diploma - Small Business Management
Certificate - Accounting

Certificate - Advanced Business Administration
Certificate - Basic Business Administration
Certificate - Business Transfer
Certificate - Financial Perspectives
Certificate - General Business
Certificate - Hospitality Management
Certificate - Human Resource Management
Certificate - Information Systems Management
Certificate - Leadership
Certificate - Management
Certificate - Office Systems
Certificate - Quality Management
Certificate - Pre-Licensing Real Estate
Certificate - Residential Real Estate
Certificate - Small Business Management
Certificate - Supervisory Management

Medical Information Technology

AAS - Medical Information Technology
 Administrative Option
 Insurance Coding Option
 Transcription Option
Diploma - Medical Administrative Assistant
Diploma - Medical Insurance Coding
Diploma - Medical Transcriptionist
Certificate - Hospital Admissions Clerk
Certificate - Medical Office Trainee
Certificate - Medical Receptionist
Certificate - Medical Unit Coordinator

Office Systems Technology

Certificate - Administrative
Certificate - Data Entry Operator
Certificate - Financial Assistant Clerk
Certificate - Financial Assistant Trainee
Certificate - Financial Record Keeper
Certificate - Integrated Office Skills
Certificate - Receptionist

Civil Engineering Technology

AAS - Civil Engineering Technology

Collision Repair Technology

Diploma - Collision Repair Technician
Certificate - Automotive Painter
Certificate - Auto Body Painter Helper
Certificate - Auto Body Helper

Computer Aided Drafting and Design

AAS - Computer Aided Drafting and Design
Diploma - Computer Aided Drafting and Design
Certificate - Computer Assisted Drafter
Certificate - Detailer
Certificate - Drafter Assistant
Certificate - Civil Drafter

Construction Technology

Diploma – Construction Carpenter
Certificate – Basic Carpenter
Certificate – Carpenter Helper
Certificate – Construction Forms Helper
Certificate – Residential Carpenter
Certificate – Residential Roofer
Certificate – Residential Site Layout Assistant
Certificate – Rough Carpenter

Cosmetology

Diploma: Cosmetologist
Certificate: Cosmetologist
Certificate: Apprentice Cosmetology Instructor
Certificate: Nail Technician

Criminal Justice

AAS - Criminal Justice
 Criminal Justice Option
 Law Enforcement Option
Certificate – Computer Forensics

Dental Assisting/Dental Hygiene Integrated Program*

AAS - Dental Hygiene

Diesel Technology

Diploma - Construction Equipment Technician
Diploma - Medium and Heavy Truck Technician
Certificate - Construction Equipment Mechanic Helper
Certificate - Mobile Air Conditioning Mechanic
Certificate - Heavy Duty Brake Mechanic
Certificate - Diesel Steering and Suspension Mechanic
Certificate - Diesel Mechanics Assistant
Certificate - Undercarriage Mechanic
Certificate – Electrical/Electronics Systems Mechanic
Certificate – Diesel Engine Mechanic
Certificate – Heavy Duty Drive Train Mechanic
Certificate - Fluid Power Mechanic
Certificate - Preventive Maintenance Mechanic
Certificate - Medium and Heavy Truck Mechanic Helper

Electrical Technology

Diploma – Electrical Technology
 Industrial Electrician Option
 Construction Electrician Option
 Motor Controls Electrician Option
Certificate - Electrical Construction
Certificate - Electrician Trainee Level I
Certificate - Electrician Trainee Level II
Certificate - Residential Electricity Level I
Certificate - Residential Electricity Level II
Certificate – Electric Motor Control Level I
Certificate – Electric Motor Control Level II

Engineering Technology

Diploma - Electronics
Diploma - Robotics and Automation
Certificate - Electronics Tester
Certificate - Electronics Technician I
Certificate - Electronics Technician II
Certificate - Maintenance Technician I
Certificate - Maintenance Technician II
Certificate - Robotics and Automation Helper
Certificate - Robotics and Automation Technician I
Certificate - Computer Maintenance Technician I
Certificate - Digital Telephony Technician I
Certificate - Mechanical Technician I
Certificate - Communications Technician I
Certificate - Industrial Technician I
Certificate - Industrial Technician II
Certificate - Automation Technician I
Certificate - Instrumentation Technician I

General Occupational/Technical Studies

AAS - General Occupational/Technical Studies

Human Services

AAS - Human Services
Certificate - Direct Support Work
Certificate - Resource Parent
Certificate - Youth Care Work

Information Technology

AAS - Information Technology
 Computer Programming Option
 Network Administration Option
 Development and Administration Option
Certificate - Information Security
Certificate - Information Technology Fundamentals
Certificate - A+ Certification
Certificate - Programming
Certificate - Cisco Networking Basic
Certificate - Cisco Networking Enhanced
Certificate - Web Administrator
Certificate - Web Site Developer

Industrial Maintenance Technology

Diploma - Industrial Maintenance Technician
Certificate - Fluid Power Mechanic
Certificate - Industrial Maintenance Machinists Mechanic
Certificate - Industrial Maintenance Electrical Mechanic
Certificate - Industrial Maintenance Mechanic Level I
Certificate - Industrial Maintenance Mechanic Level II

Masonry

Diploma - Construction Mason
Certificate - Bricklayer Trainee
Certificate - Bricklayer Helper
Certificate - Stone Mason

Nursing*

AAS – Nursing - Modular – Option 2
Diploma – Practical Nurse Option 2
Certificate – Medicaid Nurse Aide
Certificate – Kentucky Medication Aide

Respiratory Care*

AAS - Advanced Practice Respiratory Therapist
Certificate – Electrocardiographic and Cardiac Monitoring Technician

Surgical Technology

AAS – Surgical Technology
Diploma – Surgical Technologist
Certificate – Surgical Technology Bridge Program

Surveying and Mapping Technology

AAS - Surveying and Mapping Technology
Diploma - Surveying Technician III
Certificate - Surveying Technician II
Certificate - Surveying Technician I

Visual Communication

Advertising and Design Option
Diploma – Graphic Design
Multimedia Option
Certificate – Web Design
Printing Option
Diploma - Digital Production Artist
Diploma – Printer
Certificate – Digital Imaging Assistant
Certificate – Digital Production Assistant
Certificate – Print Shop Assistant
Certificate – Offset Press Operator
Certificate – Specialty Graphics

Welding Technology

AAS - Welding Technology
Diploma - Combination Welder
Certificate - ARC Cutter
Certificate - ARC Welder
Certificate - AWS National Skills Standards Level I
Certificate - Gas Welder
Certificate - Pipeline Welder
Certificate - Production Line Welder
Certificate - Tack Welder
Certificate - Welder Helper
Certificate – Shielded Metal Arc Welder
Certificate – Gas Metal Arc Welder
Certificate – Gas Tungsten Arc Welder

*Selective admissions

Contact Information
1-888-641-4132
(outside of Floyd, Johnson & Pike counties)
www.bigsandy.kctcs.edu

Prestonsburg Campus

One Bert T. Combs Drive
 Prestonsburg, KY 41653
 (606) 886-3863
www.bigsandy.kctcs.edu

Pikeville Campus

120 South Riverfill Drive
 Pikeville, KY 41501
 (606) 218-2060
www.bigsandy.kctcs.edu

Mayo Campus

513 Third Street
 Paintsville, KY 41240
 (606) 789-5321
www.bigsandy.kctcs.edu

Hager Hill Campus

150 Industrial Park Road
 Hager Hill, KY 41222
 (606) 789-5690
www.bigsandy.kctcs.edu

General Information

606-886-3863 or 1-888-641-4132 *(toll free – outside of Floyd, Johnson & Pike counties)*

Academic Affairs	606-886-3863 Ext. 67342
Admissions & Records Office	606-886-3863 Ext. 64822
Business Office	606-886-3863 Ext. 67350
Community, Workforce, Economic Development	606-886-3863 Ext. 67396
Disability Services	606-886-3863 Ext. 67359
Diversity	606-886-3863 Ext. 67374
Financial Aid	606-886-3863 Ext. 64794
Library	606-886-3863 Ext. 64834
President	606-886-3863 Ext. 67332
Marketing and Communications	606-886-3863 Ext. 67373
Security	606-886-3863 Ext. 67338
Website	606-886-3863 Ext. 67395

Faculty

Adam, Kelly J, Professor, MS, Southern Connecticut University, 1993
Adams, Gilbert K, Associate Professor, AA, Morehead State University, 1992
Akhlaghi, Mohammad R, Professor, Ph.D., University of Oregon, 1978

Azeem, Arif, Professor, MS, Western Michigan University, 1982
Barlow, Donald L, Associate Professor, Ph.D., Ball State University, 1987
Bell, Daniel E, Professor, MA, Northern Illinois University, 1986
Bennin, Hope E, Professor, MA, University of Wisconsin, 1987
Campbell, Eric, Assistant Professor, AAS, Big Sandy Community & Technical College, 2007
Cantrell, Etta L, Professor, MHE, Morehead State University, 1985
Carroll, Charlene, Professor, MSN, University of Kentucky, 1996
Carroll, John, Associate Professor, MA, Morehead State University, 1999
Chafin, Susan K, Professor, MBE, Morehead State University, 1989
Coffey, Sandra G, Instructor, AAS, Prestonsburg Community College, 1982
Cole, Elizabeth M, Professor, MA, University of Iowa, 1989
Compton, Joseph L, Associate Professor, Diploma, Mayo Technical College, 1984
Compton, Tammy, Associate Professor, MSW, University of Louisville, 1996
Conn, Nancy, Instructor, BSN, University of Kentucky, 1976
Daniel, Christopher A, Associate Professor, MS, Morehead State University, 2006
Dempsey, Jeremy, Instructor, MA, Marshall University, 2005
DeRossett, Kimberly R, Professor, BSN, Eastern Kentucky University, 1984
Dixon, Eric, Associate Professor, DMD, University of Kentucky, 1993
Dixon, Michael D, Professor, MS, West Chester University of Pennsylvania, 1988
Elliott, Myra T, Professor, MSN, University of Kentucky, 1993
Farrar, Nichole, Instructor, AAS, Lexington Community College, 2003
Fields, Michelle, Assistant Professor, MA, Marshall University, 1995
Forsyth, Melissa M, Librarian I, MSLS, University of Kentucky, 1989
Froman, Michael K, Assistant Professor, BS, Eastern Kentucky University, 1979
Garrett, Clara N, Professor, MSN, University of Kentucky, 1979
Gibson, Paula J, Professor, MSN, Bellarmine College, 1989
Gillis, Bill R, Professor, Ph.D., Florida State University, 1990
Goodman, Gina, Assistant Professor, AS, Prestonsburg Community College, 2004
Hackney, Clinton, Instructor, MS, Morehead State University, 2007
Hall, Laura R., Assistant Professor, MA, Morehead State University, 2004
Haney, Randell Ollis, Associate Professor, Diploma, Mayo Technical College, 1986
Herald, Jane, Instructor, AM, Morehead State University, 1974
Herman, Douglas E, Professor, Ph.D., Ohio University, 1980
Heywood, Timothy G, Professor, MS, University of Idaho, 1981
Hicks, Jeffrey, Associate Professor/Counselor, MA, Morehead State University, 2000
Horn, Kathy, Instructor, BSN, Eastern Kentucky University, 1984
Howard, Jerry, Instructor, MA, Union College, 2006
Howell, Judy K, Librarian I, MSLS, University of Kentucky, 1994
Jackson, Patsy R, Professor, DN, University of Kentucky, 2009
Jacobs, Deborah A, Professor, Ph.D., Louisiana State University, 1991
Jacobs, Sabra P, Associate Professor, MA, Bowling Green State University, 1989
Jennings, Kitty, Instructor, MA, Morehead State University, 2005
Justice, Melinda A, Professor, MA, Morehead State University, 1998
Krause Jr, David M., Instructor, BS, Purdue University, 1959
Leedy, Jennifer, Assistant Professor, MA, Morehead State University, 2001
Lewis, Lori Deanne, Assistant Professor, Diploma, Mayo Technical College, 1985
Little, Conda G, Associate Professor, MA, Morehead State University, 2001
Loftus, William J, Professor, Ph.D., Florida State University, 1989
Lowe, Kathy, Assistant Professor, MLIS, Florida State University, 2005
Madden, Darrell E, Associate Professor, MBA, University of Kentucky, 1980
Manning, Cynthia L, Associate Professor, MBA, Morehead State University, 2001
Matijasic, Thomas D, Professor, Ph.D., Miami University, 1982
Maynard Jr, John L, Associate Professor, Diploma, Mayo Technical College, 2002
McClure, Jimmy, Instructor, AAS, Morehead State University, 1989
McKenzie, John W, Assistant Professor, Diploma, Mayo Technical College, 1968

McKenzie, Keithen Douglas, Professor, MS, Morehead State University, 2003
McKenzie, Marsha, Instructor, AAS, Prestonsburg Community College, 1984
McKenzie, Vanessa Jean, Professor, MS, Morehead State University, 2003
Miller, Kathryn, Assistant Professor, MBA, Morehead State University 2001
Mills, Randall, Assistant Professor, MA, Marshall University, 2002
Milon, Theresa A, Professor, Ed.D., Ball State University, 1983
Mollett, Charles K, Instructor, Diploma, Mayo Technical College, 1973
Moore, Charles K, Associate Professor, Diploma, Mayo Technical College, 1984
Mullins, Rebecca, Assistant Professor, MA, Morehead State University, 2003
Music, Lisa J, Associate Professor, MA, Morehead State University, 2003
Napier, Barbara, Professor, MBA, Morehead State University, 1988
Ousley, Tina, Assistant Professor, MS, Morehead State University, 2003
Owens, Roger L, Professor, BS, Morehead State University, 2000
Pack, Diana L, Associate Professor, AME, Morehead State University, 2002
Pixley, Jane L, Instructor, MA, Radford University, 2003
Profitt, David, Assistant Professor, MA, Asbury Theological Seminary, 2001
Ray, Pamela, Instructor, AAS, Hazard Community College, 1983
Reynolds, Carla A, Professor, MA, Morehead State University, 1974
Roberts, Randall L, Instructor, MPA, University of Kentucky, 1983
Roe, Richard T, Associate Professor, MBA, Morehead State University, 1999
Saad, Sandra, Assistant Professor, MA, University of Kentucky, 1987
Saad, Toufic A, Professor, MS, University of Kentucky, 1988
Salmons, Mazola L, Associate Professor, MA, University of Kentucky, 1978
Sanson, Terry L, Assistant Professor, Certificate, Mayo Technical College, 1991
Shiber, John G, Professor, Ph.D., Purdue University, 1974
Sizemore, Timothy, Instructor, MA, Morehead State University, 1999
Skeens, Melissa B, Associate Professor, AA, University of Kentucky, 1992
Slone, Greta, Instructor, MA, Dartmouth College, 2003
Slone, Kenneth R, Professor, MA, Xavier University, 1980
Smith, Dwight P, Professor, MA, Bowling Green State University, 1979
Smith, Matthew, Instructor, MA, East Tennessee State University, 2009
Smith, Timothy, Instructor, MA, University of North Carolina Greensboro, 1993
Sofyan, Agus, Instructor, PhD, University of Kentucky, 2004
Stacey, Terri E, Associate Professor, BS, Morehead State University, 2002
Staley, Brian E., Associate Professor, BS, Morehead State University, 1989
Stewardson, Forrest J, Professor, BS, Morehead State University, 1992
Sykes, Pamela J, Associate Professor, MA, Morehead State University, 2002
Thacker, Patricia Ann, Associate Professor, BSN, Morehead State University, 1997
Thomas, Shirley L, Professor, Ph.D., University of Louisville, 1993
Thompson, Joyce L, Professor, MS, Morehead State University, 2003
Thompson, Paul D, Professor, Ph.D., Oregon State University, 1991
Thompson, Paula B, Associate Professor, MBE, Morehead State University, 1992
Valade, Judith, Assistant Professor, Texas A&M, 2002
VanHoose II, Charles W, Instructor, Diploma, Big Sandy Community & Technical College, 2004
Vanhoose, David, Instructor, Diploma, Mayo Technical College, 2001
Vierheller, Chenzhao, Associate Professor, Ph.D., Ohio University, 1991
Vierheller, Thomas L, Professor, Ph.D., Ohio University, 1990
Wagner, Kathy A, Associate Professor, MS, Kansas State University, 1974
Wallen, Mary, Associate Professor, MA, Indiana State University, 1997
Watts, Randall L, Professor, MS, Eastern Kentucky University, 1991
Wells, Mark A, Professor, MA, Eastern Kentucky University, 1977

Admission

Applying for Admission

A student enrolling at Big Sandy Community and Technical College (BSCTC) for the first time must submit an application for admission. Students who are re-entering the College after being out for one or more semesters should contact the College Admissions and Records Office to confirm the process for readmission. Students may be admitted to the College as freshmen, as students with transfer credit from other institutions, as visiting students, or as non-degree students. Big Sandy Community and Technical College admits students who have graduated from high school, who have earned a high school general equivalency diploma (GED), who are eligible to pursue a GED, or who are dually enrolled in high school and BSCTC.

Admission and Registration Procedures

- Prospective students should contact the Admissions & Records Office and request an admission application or visit the College's website to complete an online application.
- The full and proper name of the student and KCTCS student ID number must be used in registration and for all other official purposes.
- Applicants under age 25 entering the College for the first time will be required to send an official copy of their high school transcript or GED to the Admissions & Records Office for specific program requirements.
- Applicants entering with transfer credit must have an official transcript from each college attended forwarded to the Admissions & Records Office.
- Applicants should submit results of the American College Test (ACT) or Scholastic Aptitude Test (SAT). Applicants who have not taken the ACT or SAT must complete the COMPASS or ASSET placement examination administered by any college of KCTCS. For specific information regarding course placement, students should refer to the KCTCS Assessment and Placement Policy, which is available on the website at www.kctcs.edu.
- Admission to the College does not guarantee admission to a specific program. Applicants seeking admission to an occupational/technical program should contact the Admissions & Records Office for information regarding any special requirements for admission.
- Applicants must submit an application for admission, the entering student survey and supporting documents on file prior to the first day of classes of the term or session for which the student plans to enroll. Students should check with the Admissions & Records Office for registration/application deadlines.
- A student who applies for admission to BSCTC will receive instructions to establish access to Student Self-Service. Student Self-Service allows a student access to many services such as registration, grades, class schedule, financial aid awards, bill payment and many other services.
- All enrolled BSCTC students will be given access to a KCTCS assigned email account. Official communication from faculty and student service personnel will be sent to this address. Students will continue to have access to this account as long as they are enrolled.

After receiving the completed application and other documents, the Admissions & Records Office will notify the applicant of his or her admission status.

Conditional Admission

It is expected that all students will submit all required credentials in order to be eligible to register for classes. Beginning two weeks before the start of classes, students may be granted conditional admission status and be allowed to register prior to the completion of the credential file.

Students will not be permitted to register for subsequent semesters with a conditional status.

Non-Degree/Non-Credential Students

At the discretion of the institution, persons who desire instruction without wishing to earn a credential may be admitted as non-degree/non-credential students. These students are exempt from taking the assessment instrument; however, all students (including high school students) must meet individual pre-requisites such as those for entry-level English and mathematics courses.

Students may declare credential seeking status meeting regular admission requirements. The College may review and reclassify credential-seeking status in accordance with policies established at the College. Non-degree/non-credential students are not eligible for Federal Financial Aid programs.

Credit earned before a student meets admission requirements will be counted toward a credential.

High School Students

The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines. All applicants shall submit:

- a KCTCS application for admission by the appropriate deadline
- the results of the ACT, SAT and/or ASSET or COMPASS in accordance with KCTCS Assessment and Placement Policy.

The College may require additional information as part of the admission process.

In some cases, courses offered on the high school campus carry both high school and college credit. See your high school counselor for more information.

Second Chance Students

A student who has previously attended an accredited college or university — other than a college in the Kentucky Community and Technical College System — and who has less than an overall grade-point average of 2.0 on a 4.0 scale in all course work attempted, may be considered for admission on probation provided the applicant demonstrates both of the following:

- has not enrolled at a college or university for at least one 16-week semester, and
- can demonstrate potential for success.

Transient/Visiting Students

A student may be admitted as a transient or visiting student. A transient or visiting student must submit a form completed by the student's home college indicating that the student is eligible to enroll in that institution. Admission as a transient or visiting student is valid only for the semester or session for which the student applies.

International Students

Big Sandy Community and Technical College is authorized under Federal law to enroll nonimmigrant students. Consult the Admissions & Records Office for details.

Readmission After Two or More Years: Academic Bankruptcy

A student who has been re-admitted after having remained out of a KCTCS College for a period of two or more years and who has completed at least 12 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 his/her previous KCTCS course work removed from the computation of the grade point average. This procedure is commonly called "academic bankruptcy."

A student who declares academic bankruptcy may continue to receive credit for those courses in which a grade of A, B, C, D, or P was earned prior to readmission without including those grades in the GPA computation. 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.

Previous College Work

An applicant who has previously attended an accredited college or university which awards degrees at the associate level or higher and who has an overall grade-point average of at least 2.0 on a 4.0 scale in all course work attempted will be accepted for admission. For specific information on course placement, applicants should refer to the KCTCS Assessment and Placement Policy, which is available on the website at www.kctcs.edu or in the KCTCS catalog. An official transcript of all previous college work must be submitted. The Council on Postsecondary Education's (CPE's) general education transfer policy provides the basis for an institution's policy on the acceptance of transfer credit. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of Educational Institutions" shall serve as a reference for admission of transfer students to an institution and for the acceptance of transfer credit.

BSCTC shall provide academic counseling concerning the transfer of credit to transferring students. The College shall accept a student's college credit earned when a course is taken both for high school credit and for college credit. Credit earned through a dual credit or dual enrollment arrangement shall be treated the same as credit earned in any other college course.

Degree credit work is recognized credit hour for credit hour if taken on the semester system. Quarter hours are recognized as two-thirds (2/3) of a semester hour. Recognition of credit earned at a non-accredited college or university may be obtained by special subject examinations or may be validated upon the completion of 12 credit hours, excluding developmental or remedial courses, with a grade-point average of at least 2.0.

Change of Program

When students enroll in the College, they select a program of study in which they wish to "major" or receive a credential. Students enrolled in the College may request a program change through the Admissions & Records Office. These students are instructed to seek appropriate advisement and financial aid counseling.

KCTCS Assessment and Placement Policy

Students enrolling at BSCTC for the purpose of earning credit applicable toward an educational credential - certificate*, diploma or associate degree - must demonstrate through the submission of scores on specified assessment instruments that they possess the minimum academic skills essential

for success. Students who do not have the appropriate test scores in a given area must successfully complete remedial courses before enrolling in entry-level courses for that subject area.

MATHEMATICS ASSESSMENT AND COURSE PLACEMENT				
ACT	COMPASS Algebra Domain	ASSET	KCTCS Colleges	
27 or higher	NA	NA	MT175 or any course listed below	
22 or higher	55-100	El. Alg. 48-55 Int. Alg. 45-55	MT 150 or any course listed below	
19-21	36-54	El. Alg. 41-47 Int. Alg. 38-44	MT145; MT 150 with MT 100 or any course listed below	
	31-35	El. Alg. 39-40 Int. Alg. 36-37	MT 120, MT 122, MT 125 or any course listed below	
	25-35	El. Alg. 34-40 Int. Alg. 33-37	MT 105, MT 110, MT 115 or any course listed below	
	16-30	El. Alg. 23-38 Int. Alg. 23-35	MT 065 or any course listed below MT 055 or MT 065 provided that, if there is a concurrent pre-algebra score, it is between 41-100	
	COMPASS Pre-algebra Domain			
	41-100	N. Skills 42-55	MT 065 or any course listed below	
	17-40	N. Skills 29-41	MT 055	
		N. Skills 23-28	ARI 030 or Refer to Adult Basic Education	

READING ASSESSMENT AND COURSE PLACEMENT			
ACT/COMPASS	ASSET	KCTCS Colleges	
ACT 20 or higher COMPASS 84-100	ASSET 44-55	Entry-level courses	
ACT 19 COMPASS 81-83	ASSET 42-43	Entry-level with concurrent enrollment in CMS185	
COMPASS 68-80	ASSET 38-41	RDG 030	
COMPASS 51-67	ASSET 34-37	RDG 020	

COMPASS 44-50	ASSET 31-33	RDG 010 or ARI 020	
COMPASS below 44	ASSET below 30	Refer to Adult Basic Education	

ENGLISH ASSESSMENT AND COURSE PLACEMENT			
COMPASS	ASSET	KCTCS Colleges	
ACT 18 or above COMPASS 70-100	ACT 18 or above ASSET 41-54	ENG 101	
COMPASS 38-69	ASSET 35-40	ENC 091	
COMPASS 21-37	ASSET 23-34	ENC 090 or ARI 010	
COMPASS 14-20		Refer to Adult Basic Education	

This assessment and placement policy specifically applies to:

- Students who will enroll in a KCTCS college for the first time for the purpose of earning an educational credential. This includes students who intend to transfer to a university and students who are undecided on a program of study.
- Students who transfer from a non-KCTCS institution and who have not demonstrated academic skills appropriate for the educational credential they seek either through assessment results or successful completion of relevant entry-level courses.
- Students who decide to earn an educational credential subsequent to their enrollment as a non-credential seeking student and who have not demonstrated the academic skills appropriate for the educational credential they seek.

The skills for which the Assessment and Placement Policy applies are mathematics, reading, and writing. An ACT score of at least a 19 in mathematics, 20 in reading or 18 in writing allows the student to enroll in entry-level courses for those areas. A student who scores less than 19 in mathematics, less than a 20 in reading or less than an 18 in writing is required to take an additional test and will be placed into classes according to her/his score on the second test.

Students who do not intend to seek an educational credential are exempt from taking the assessment instrument; however, all students must meet individual course pre-requisites such as those for entry-level English and mathematics courses.

The KCTCS Placement and Assessment Policy can be found at the main KCTCS web page: www.kctcs.edu under student policies.

*Certificate programs that require 18 credits or less are exempt from the Assessment and Placement Policy. However, applicable course pre-requisites still apply.

Tuition and Charges

Tuition and Charges

Tuition and charges vary based on whether a student is a Kentucky resident, non-resident or resident of a contiguous county or a contiguous state. Tuition and charges are on a per credit hour rate, including courses that are audited. For questions regarding residency status and guidelines, please see the KCTCS website www.kctcs.edu/catalog/index.cfm. All tuition and charges are payable in full prior to the beginning of classes for each session of the term unless prior arrangement has been made with the college's business office. Consult BSCTC's business office for college-specific required payment dates. For provisions for partial or deferred payment instructions, see the payment plan options in the section below.

Tuition and charges are assessed at the time of registration and based upon a per credit hour rate for all KCTCS colleges regardless of whether the courses are taken during the day, evening and/or on weekends and regardless of whether the courses are taken for credit or audit purposes. Tuition rates vary based upon Kentucky resident or non-Kentucky resident status. Qualifying students living in out-of-state counties that are contiguous to Kentucky may qualify for a reduced tuition rate. Fractional credit hour tuition and charges are assessed for fractional credit offerings (i.e., a student taking $\frac{1}{4}$ credit hour course would be assessed $\frac{1}{4}$ rate of student with same residency taking a 1 credit hour course). Tuition and charges are refundable as per the "Refunds" section below. Charges for services are non-refundable unless specifically stated as refundable. Please consult with the College's business office for specifics.

Tuition and Charges				
	Resident Tuition and Charges Per Term	Nonresident Contiguous Counties Tuition and Charges Per Term*	Nonresident Online Courses Tuition and Charges Per Term	Nonresident Tuition and Charges Per Term
Tuition per credit hour	\$130	\$260	\$130	\$445

Charges for Customized Course Offerings

Some courses, including courses created specifically upon request (credit or non-credit) may have additional charges. The additional charge, depending on the requirements of developing and producing the customized course or program, will vary depending on the length and content of the course or program offerings. All tuition and charges for customized courses are payable upon registration unless prior arrangements, including third party contracts, have been made with the offering college. Please contact the college's business office for specifics.

Charges for Services

Some charges for services may exist, including some individual program and/or special testing charges. General examples of these charges include, but are not limited to, the following: GED and ACT Testing, NLN Testing, Music, Returned Check Charge and Lost Library Book/Video Replacement Charge. Charges will vary by service and are nonrefundable. Please contact the college's business office for specifics.

Charges for Special Examination

KCTCS colleges offer students institutionally developed special examinations to demonstrate mastery of course content and receive credit toward program requirements. Special examinations are course specific and charges are separate from regular tuition charges. Special examination charges are payable in full at the time the examination is scheduled. Contact the college's business office for a listing of all charges.

Students who are enrolled in courses for which they elect to take a special examination in lieu of completing the course must officially withdraw from the course. The withdrawal date determines the status of the student's assessment, refund and grade for the enrollment period. All special examination credit is awarded using the test credit process. In such instances, a grade *will not* be awarded on the current term grade report. Please contact the college's Office of Student Affairs for application requirements.

Cancellation of Registration for Non-Payment of Charges

Students who have not paid their tuition and charges or arranged for a payment plan on or before the college's required payment date are subject to having their registration cancelled for nonpayment. Contact the college's business office for college-specific required payment dates.

Payment Plan Options

In addition to the payment options of cash, check or credit card, students may choose to participate in a flexible tuition and charge payment plan (an option for students not planning to pay in full or having made arrangement to pay in full) prior to the first day of class by contacting their local college business office and signing up for the plan. There is a \$25.00 per term, non-refundable, service charge for using the payment plan. Students have the option, depending on registration date, to enroll in one of three payment plan options listed below.

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

Online enrollment in the payment plan is available at <http://www.kctcs.edu> by selecting the "Self-Service" login. Total payment of the balance of tuition and charges must be made by the required date. Please contact the business office for specifics.

Last Day to Enter an Organized Class

Students must register into courses before the first day of class. There is **no** late registration.

Please check the college course schedule and/or Admissions & Records Office for specific questions concerning registration, the first day of class and Add-Drop dates for the session.

Refunds

In order to receive a tuition refund, a student must officially withdraw within the refund period specified in this policy. Refunds for sessions different from those listed below are prorated according to the session in proportion to the traditional 16-week session. A session is defined as an enrollment period within an academic term. An academic term (fall, spring or summer) may have a number of sessions running concurrently – 16, 8 or 4 weeks.

KCTCS has partnered with Higher One, a financial services company focused solely on higher education, to process student refund payments. Students are required to choose from one of the following three options for receiving any refunds due them: 1) ACH transfer to a bank account of their choice 2) Refund to a OneAccount, an FDIC insured checking account offered by Higher One 3) Paper check mailed to the student address on file. For additional information, please visit www.KCTCSDebitCard.com.

Timeframe for Refunds*			
Session	100%	50%	No Refund
16-week	Within 7 th day	8 th -29 th days	After 29 th day
8-week	Within 4 th day	5 th -15 th days	After 15 th day
6-week	Within 3 rd day	4 th -11 th days	After 11 th day
4-week	Within 1 st day	2 nd -7 th days	After 7 th day

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

KCTCS Online Learn on Demand Courses

KCTCS Online Learn on Demand courses' tuition and charges are assessed at the time of registration and based upon a per credit hour rate approved for all KCTCS colleges. To receive a 100 percent tuition refund, a student must officially withdraw prior to the first day of class. No refund will be given once a KCTCS Online Learn on Demand course has started. Charges for services are non-refundable unless specifically stated as refundable. Students who drop on the first day of class or thereafter remain liable for the tuition assessed per the guidelines set forth in the Learning Contract of the KCTCS Online Learn on Demand for which they have registered.

Financial Delinquency

Any student, who is delinquent in financial obligations to the College, or any division or organization of the College, shall not be allowed to register for future terms, receive transcripts, transfer credits to another institution, or graduate. Delinquent accounts are subject to KCTCS Business Procedure 7.4 *Collection of Accounts Receivable* and may be referred to an outside collection agency. *Note:* Referred accounts are subject to collection charges in addition to the amount owed the College and are the responsibility of the delinquent party. The delinquency, if referred to a collection agency, is also subject to being listed with credit reporting agencies. Specific questions may be directed to the College's business office.

Professional Liability Insurance

Students who enroll in any course requiring patient/client contact must show evidence they have professional liability insurance or may purchase insurance through the College. Programs with courses requiring professional liability insurance include: Dental Hygiene and Dental Assisting, Human Services, Medical Information Technology, Nursing, Respiratory Care and Surgical

Technology. Professional liability insurance is assessed on a per course basis and must be purchased annually. This charge is non-refundable and is subject to change without notice. Specific questions may be directed to the college's business office.

Financial Aid

Overview

Big Sandy Community and Technical College offers a complement of student financial aid, including local scholarships that are specific to an individual college or program. There is no charge to apply for student aid. Among the U.S. Department of Education Title IV programs offered are Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Academic Competitive Grant, Federal Work Study and federally supported Federal Direct Loan Program. The College also participates in state-supported aid programs. Detailed information regarding student financial aid can be found on KCTCS website (www.kctcs.edu).

Student Eligibility and Application

To receive student financial aid from any program in which Big Sandy Community and Technical College participates requires meeting established eligibility criteria. A listing of specific criteria can be found on KCTCS website (www.kctcs.edu). In general, the student must have a demonstrated need as supported by application, by a high school diploma or a General Education Development (GED) Certificate, and/or passed an approved test by the U. S. Department of Education as a demonstration of ability to benefit. If students are admitted "conditionally" they may receive student aid for one semester only before their files must be complete.

Students can apply for student aid electronically by using the U.S. Department of Education's Web site, (www.fafsa.ed.gov) or by using the paper form (FAFSA). Applying for student financial aid is free. Students will need their latest income tax forms for themselves and their spouse or themselves and their parent(s) (1040, 1040A, 1040EZ or 1040 Telefile). If the student did not file a tax return, they will need documentation of all sources of income, taxed or untaxed.

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. Applying early ensures consideration of the information for maximum funding and applicants are encouraged to apply as soon AFTER January 1 as possible.

Call the toll-free number for questions concerning the U.S. Department of Education Title IV programs by calling the Federal Student Aid Information Center between 9 a.m. and 8 p.m. (Eastern Time) Monday through Friday: 1-800-4-FED-AID (1-800-433-3243) or 1-800-730-8913TDD for hearing impaired.

Dual-Enrollment/Consortium Agreements

In some instances, a student may take classes at different KCTCS colleges and wish the different enrollments to count toward total enrollment. In such instances, specific eligibility requirements apply. Please consult the local student financial aid office for criteria.

Federal Student Loans

Big Sandy Community and Technical College participates in the Federal Direct Loans Program. You do not have to be eligible for other federal student aid to participate in this program. However, application using the FAFSA is required. The College has established local criteria for processing loans. Please contact the Financial Aid office for specific information about its requirements.

State Programs

The Kentucky Higher Education Assistance Authority (KHEAA) administers a number of state-supported student financial aid programs. Among those offered are: College Access Program (CAP); Kentucky Educational Excellence Scholarship (KEES); KHEAA Teacher Scholarship Program and KHEAA Early Childhood Development Scholarship. For the complete listing of aid program offerings, please see KHEAA's web site: www.kheaa.com.

Statutory Scholarships (Waivers) for Kentucky Residents

Big Sandy Community and Technical College, by virtue of state statute, offers a number of tuition scholarships for Kentucky residents who meet specific eligibility criteria. Included in these are scholarships for : KCTCS Faculty and Staff; Kentucky residents age 65 or older; survivors of police officers and firefighters killed in duty; dependents of disabled police officers and firefighters; teachers; foster and adopted children; veterans; and children, step-children, and/or orphans of veterans killed or disabled in action.

A less detailed overview and eligibility requirements can be found on the KCTCS Website.

KCTCS and College Scholarships for Kentucky Residents

KCTCS offers a number of scholarships for KCTCS students. These include: KCTCS Presidential Scholarship, John T. Smith Scholarship, Commonwealth Scholarship, Kentucky Colonels Better Life Scholarship, Martha C. Johnson Tuition Scholarship, Charles E. Cranmer-Liquid Transport, Inc. Scholarship; William Foster Tichenor Nursing Scholarship; and the Robert Stephen Weimann Tuition Scholarship for Non-Traditional Harlan County Residents. For details and application information, please contact the financial aid office.

Additionally, each year a number of individuals, organizations and companies make funding available for scholarships to various KCTCS colleges. The amount and criteria for these awards will vary. These scholarships are advertised when available and eligible students may apply at that time. Information is available through BSCTC's financial aid office.

BSCTC Tuition Scholarships

BSCTC also has a number of scholarships available to both incoming freshmen and returning students. Applications for incoming freshmen are due to the scholarship office no later than April 1. Returning student applications are due to the office no later than May 1. The amount and criteria for these awards vary. A college committee reviews all applications and awards these scholarships for the academic year. In addition, each academic year, individuals, organizations and companies provide scholarships to BSCTC students. Information on BSCTC scholarships is available online at http://www.bigsandy.kctcs.edu/Costs_and_Financial_Aid/Scholarships.aspx and in the financial aid office on each campus.

BSCTC Scholarships

William and Easter Arnett
Benny Ray and Nikki Bailey
Brian Bennin

Eugene Bennin
Sally Bennin Memorial
Big Sandy Chapter #220 of Mended Hearts, Inc. Nursing
Big Sandy Singers
Bluegrass for Education
Ollie Combs Boaz Nursing
Bocook Engineering, Inc. Endowed
Dr. Henry Campbell, Jr. Memorial
Claude V. Chandler
Citizens National Bank/Citizens National Corporation
James B. Cole
Valerie A. Cole
Delilah Fugate Combs Memorial Nursing
Commonwealth
East Point Area Development
Equitable Resources Energy
FAFSA Workshop
First Commonwealth Bank
Bill Fitzwater
Christopher G. Fleming
Walter Frasure Memorial
General Foundation
Highlands Regional Medical Center Endowed
Honors Program
Verne P. Horne
Harris S. Howard Memorial
J. Woodford Howard and Florence Stephens Howard
Johnson County Farm Bureau
Kentucky Colonels Better Life
Kentucky Power
Kentucky West Virginia Gas Company
N. O. Kimbler Memorial
Julie Osborne Lester Memorial Dental Hygiene Endowment
Robert L. Looney Humanities
Magoffin County High School
Maintenance and Operations
Newton "Newt" May Memorial
Robert V. May
Manford McCarty Memorial
Mountain Laurel Endowed
Marvin and Florence Music
NCCI Coal Institute
Susan Sparks Nutter Memorial
Presidential
J. Scott Preston Endowed
Prestonsburg Woman's Club
Project Prom
Marion Mayo and Homer Salisbury Memorial
Berlie and Jane Salmons
John D. and Connie W. Sammons
John T. Smith
Summit Engineering Inc.
Drs. Chandra M. and Mahendra Varia
Ernie Skeen and Ken Weiner
Charles and Carlos Wells Endowed

Third Party Assistance Programs

There are a number of outside agencies who offer educational assistance and other services to students. Included among them are Kentucky Department of Veterans Affairs; Kentucky National Guard; Kentucky Office of Vocational Rehabilitation and Kentucky Office for the Blind. A more detailed listing and brief description of the programs they offer and contacts for each can be found on the KCTCS Website. Additionally, local social service agencies offer a variety of programs to assist students including: Kentucky Works (JOBS); Temporary Assistance for Needy Families (TANF); Workforce Investment Act (WIA) and AmeriCorps.

Tax Credits

The U.S. Government grants a tax credit for eligible persons and/or their dependent attending college filing a federal tax return. The tax credits are referred to as the HOPE Scholarship and Lifetime Learning tax credit. Students should contact their personal tax advisor regarding eligibility.

Satisfactory Academic Progress

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. Satisfactory Academic Progress (SAP) is measured with the following standards: Qualitative (cumulative Grade Point Average of 2.0 per semester); Quantitative (Maximum Time Frame of 150 percent of the credits for completion of their program) and Quantitative Percentage (Earned hours/Attempted must equal at least 67 percent).

Suspension Due to Poor Grades

If a student is suspended from Student Aid because his/her cumulative grade point average does not meet the minimum 2.0 grade point average, (GPA) he/she may take additional classes without Student Aid (unless the student is academically suspended) to raise his/her GPA and if successful, may be reinstated. If a student is on Academic Probation or Academic Suspension, he/she will automatically be placed on Student Aid Probation or Student Aid Suspension. If a student is reinstated from Academic Suspension by appeal or any means, he/she must appeal his/her Student Aid status separately to be considered for Student Aid reinstatement eligibility.

Appeal Process

Students placed on student aid suspension and having unusual circumstances (illness, death in the family, accidents, etc.) and not making satisfactory academic progress have the right to appeal. However, during the appeal process persons are responsible for their own expenses, i.e., tuition, books, supplies, etc.

Personal Financial Liability - Withdrawing or All 'E's

Students who withdraw from college before the 60 percent point in the semester or who stop attending and therefore receive all 'E's may be financially liable to repay the student aid received. Persons desiring to withdraw from college must do so in writing to the Admissions and Records Office. A copy of the worksheet and examples used for this calculation may be requested from the Financial Aid Office.

Services for Students

Student and Academic Services

Big Sandy Community and Technical College is structured to provide support that students need to achieve a rewarding and successful academic experience. Classes and laboratories are housed in modern structures on campuses designed to accommodate growth and development of college

programs. Many classes are offered at off-campus facilities. A bookstore is available where students and faculty can obtain textbooks, as well as a variety of reading and instructional materials. Other services, facilities and opportunities are described below.

Counseling

The College provides counseling and guidance services to students. Qualified counselors are available and prepared to provide individual or group career and academic counseling and testing, and to assist students in setting educational and career goals.

Placement

Assistance with employment opportunities and job placement is available at the College. See the placement coordinator at the College for details.

Testing

The College has been designated as a testing center for administering scholastic examinations. Examinations given at the College include the American College Test (ACT), ASSET, COMPASS, WorkKeys and correspondence study programs for other colleges and universities. Other examinations given at some of the KCTCS colleges include the GED (General Educational Development) Test, College-Level Examination Program (CLEP) and ACT PEP (Proficiency Examination Program). Contact the Admissions and Records Office for more information about examinations and the Testing Center for testing schedules.

Students with Disabilities

The College has a coordinator to assist students with accommodations necessary due to their disabilities. Students with disabilities who desire academic accommodations must provide the coordinator with current documentation of their disability including evidence of the need for academic accommodations. Contact the Disability Coordinator for more information.

Information Technology

The College provides computer laboratories for student utilization in accessing the Internet and other software applications required for completion of class projects and research assignments. Students may also use the laboratories to access their KCTCS student e-mail accounts and online classes.

Career and Transfer Services (CATS)

The Career and Transfer Services Center (CATS) provides information about universities and colleges in Kentucky and other states. Students receive information about the various colleges as well as instruction on preparing scholarship applications for transfer. The Center hosts visits by recruiters from the four-year institutions for students interested in transferring. Employment opportunities and career related materials and resources are also available in the Center. Workshops are provided to assist in writing resumes and cover letters for job applications. The Center is located in the Student Center on the Prestonsburg Campus.

Center for Enrichment Resources (CER)

The Center for Enrichment Resources (CER) provides comprehensive academic support to all BSCTC learners. Through a network of faculty, student workers, and professional staff, the Center provides broad support for learners from all majors and courses of study. Services include peer tutoring, faculty volunteer tutoring, academic support workshops, test preparation (including COMPASS preparation), assistance with online courses, assistance with research, and flexible development classes. Learners may receive assistance either by appointment or on a walk-in basis. The CER is located in Magoffin 219 (Prestonsburg) and N204 (Pikeville). Mayo Campus learners may contact Jennifer Leedy for more information.

Center for Student Engagement (CSE)

The Center for Student Engagement (CSE) supports students in academic planning and career exploration. The Center is a prospective student's first encounter where assistance with the application process is provided. If placement testing is warranted, the student is given pertinent information to facilitate assessment preparation. If needed, referral to the CER for testing tutorials is made at this time. Following placement testing, a trained Para Advisor is identified to work with the first semester student and continue as the student's advisor until priority registration for the next semester begins. At that time, the Center will designate an appropriate advisor based on the student's developmental course assignment and credential declaration status. The Center for Student Engagement ensures all students have an appropriate assigned advisor, refers undecided students to the Career and Transfer Service Center, provides training and workshops in advising best practices, and refers students to appropriate resources when needed.

Libraries

College libraries on the Mayo, Pikeville and Prestonsburg campuses actively support student learning, faculty teaching and research, and the intellectual and cultural lives of the communities they serve. They are an integral part of the teaching and learning process, promoting information literacy and providing information resource and services to support the educational and enrichment goals of Kentuckians. They provide information in a variety of formats with circulating print and audiovisual collections increasingly augmented by access to electronic full-text books and articles as well as other digital content. Thousands of titles in a variety of media and formats are added to the collections each year and hundreds of periodical subscriptions are maintained.

The three campus libraries are staffed with talented, experienced professionals who provide instruction and guidance to students (both individually and in the classroom) in the effective use of traditional and electronic information resources. Working closely with other faculty members, BSCTC librarians are important catalysts for the enhancement of information literacy throughout the community. They are committed to helping students achieve competency in information literacy which becomes ever more crucial in the present age.

The KCTCS Library Catalog (opac.kctcs.edu) provides information on more than 480,000 titles owned or licensed by the libraries. Users can access it and licensed electronic resources from library web pages any place they have an Internet connection and at any time. Circulation and interlibrary loan services for the physical collections are available in 32 locations across the state. The BSCTC libraries participate in the Kentucky Virtual Library (KYVL), providing access to its broad array of online full-text and citation databases. The libraries share information resources extensively with each other as well as other libraries. They provide interlibrary loan services for books and articles.

Ready to Work: Assistance for Low-Income Parents

Ready to Work (RTW) is a partnership between the Kentucky Community and Technical College System and the Kentucky Cabinet for Health and Family Services. RTW is designed to promote the

success of low-income parents who attend community and technical colleges in Kentucky. It can help with:

- Counseling, advising and mentoring
- Referrals to community resources
- Job references and referrals
- Job readiness, life skills and academic success seminars
- Work study opportunities both on and off campus

Contact the RTW Coordinator to determine if you are eligible for RTW services.

Policies and Procedures

Right to Know

Big Sandy Community and Technical College supports the intent of the Student Right to Know/Campus Security Act and is committed to providing a safe and secure environment for all students and employees. Several approaches are utilized for crime prevention, such as:

- Burglar Alarms
- Campus Security Officers
- Key Control System
- Light Sensors
- Local Police Patrol
- Motion Detection System
- Building Checks
- Video Monitor and Closed Circuit Cameras
- Safety Notification Alert Process (SNAP)
- Visitor Control Processes.

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 college community shall result in appropriate disciplinary action as defined by school policy.

Student Rights and Responsibilities

BSCTC has a varied and distinguished tradition of higher education. The College's 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 and provide awareness for responsible student citizenship in the academic community.

The Student Rights and Responsibilities can be found in the KCTCS Code of Student Conduct, available online at KCTCS.edu.

Drug-Free Policy

The College is committed to providing a safe environment for students, faculty and staff. The College has 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 College community shall result in disciplinary action up to and including suspension or termination. BSCTC is in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act amendment of 1989.

Student Complaints Procedure

Resolution Process

Big Sandy Community and Technical College is committed to providing a quality educational experience, fully supported by a range of academic and administrative services and facilities. The College recognizes the need for students to be able to express dissatisfaction if they feel the need to do so.

If a student believes he/she has a legitimate complaint, the following steps toward resolution should be followed:

Procedure

Informal Process

Attempt to resolve complaint at the department/service level

1. Seek to resolve the issue with the party involved.
2. If a resolution cannot be reached, the next step would be to contact the party's supervisor for the department in which the student feels aggrieved.
3. If the student does not receive the satisfaction sought at this level, the student should contact the Associate Dean or Vice President for the department involved.
4. If the issue cannot be resolved at the Associate Dean or Vice President level and if the student would like to continue pursuing resolution, the Formal Process should be followed below.

Formal Process

1. If, after the above informal process the student still is not satisfied, the student should file a formal complaint form through the office of the Dean of Student Affairs.

Sexual Harassment

BSCTC is committed to providing a learning environment free from sexual harassment. Therefore, all employees and students of the College 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.

Grievance Procedures

Grievance procedures for students are found in the KCTCS Code of Student Conduct. Specific details may be obtained by visiting the KCTCS web site at www.kctcs.edu.

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that protects the privacy and confidentiality of personally identifiable information contained within student education records. BSCTC complies with FERPA's confidentiality protections and adheres to procedures dealing with student education records and directory information recommended by the American Association of Collegiate Registrars and Admissions Officers.

In its discretion, BSCTC as appropriate may provide **Directory Information** in accordance with the provisions of FERPA 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
- Most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sport

Privacy and Release of Student Records

Students may withhold Directory Information by notifying designated officials of the College in writing within ten (10) 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 (1) academic year. Requests to withhold Directory Information must be filed annually thereafter. A request for "non-disclosure" is commonly called a "privacy request".

Student Records Maintenance

This is to serve notice to all students of BSCTC 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). BSCTC offers a wide variety of services to students and is required to maintain records concerning students enrolled at the College. The following is a list of the types of records 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 charges
- Academic offenses
- Disciplinary offenses
- Counseling notes

The College is responsible for maintaining records in all categories.

In general, the records maintained by the College 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 forty-five (45) days of making requests for the same, except for 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.

Appeal

A student who believes that any record maintained by the College or the Kentucky Community and Technical College System 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 System Registrar, Kentucky Community and Technical College System, 300 N Main St, Versailles, KY, 40383 and will be addressed in a timely manner.

Student Organizations

Business and industry demand that our graduates are able to function in global and team environments. Most programs include a specific organized professional development component that is interfaced with student organizations. KCTCS colleges have numerous professional (e.g. Kentucky Association of Nursing – KANS) as well as career and technical student organizations e.g. Skills USA; Health Occupations Student Organization - HOSA; Professional Business Leaders – PBL; Vocational Industrial Clubs of America – VICA; CARE and The Law Enforcement Club. Contact the student activities office for details and a complete list of student organizations. Following are some of the nationally recognized honor organizations and student councils available to students.

National Vocational Technical Honor Society

The National Vocational Technical Honor Society (NVTHS) is open to students who meet the following criteria:

- Have completed at least one semester
- Are enrolled in at least a half time schedule in a declared major
- Have a minimum 3.5 cumulative GPA
- Are in good standing regarding attendance and discipline
- Are recommended by at least one teacher in their major program area

The NVTHS recognizes technical college students who have shown qualities of leadership, scholarship, skill, responsibility and service. Each student must have the recommendation of his or her major instructor. Benefits of membership include: listing the student's name in the National Register of Vocational Technical Students of America, and the opportunity to request up to three letters of recommendation written by the National NVTHS.

Phi Theta Kappa Honor Society

Phi Theta Kappa is the international honor society of two-year colleges. BSCTC has its own chapter of this organization. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa and its chapters provide opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for student scholars and stimulation of interest in continuing academic excellence. For more information, contact the Phi Theta Kappa advisor on campus.

Honors Scholarship Program

The Honors Scholarship Program serves the needs and aspirations of a select group of students who have distinguished themselves academically and otherwise during their secondary school

experience. Honors students must meet the following minimal standards for admission to the program:

- Completion of official Honors Scholarship application
- Overall GPA of 3.0
- ACT composite score of 24 or better with a score of at least 20 in each separate discipline
- Two letters of recommendation from high school faculty and/or counselors
- On campus visit and interview
- Timed writing sample
- Successful application and admission to the College

Students who have met the above requirements will be considered for admission to the Honors Scholarship Program. The scholarship will be awarded for 4 semesters (fall and spring) and prorated for the summer terms. Students will be afforded membership in the BSCTC Honors Group. For more information, contact the Honors Scholarship Program representative on your campus.

Student Government

The purpose of the student government is to provide a channel of communication whereby students can express themselves and make their views known to fellow students, faculty and administration. The student government assists in sponsoring and regulating student activities and encourages the active participation of students in these activities. Student Government is concerned with student involvement in all aspects of college life along with an appreciation of the privileges and responsibilities of being a college student. Members of the student government are elected representatives of the student body.

Co-Curricular Activities

Co-curricular activities for students vary among KCTCS colleges. Many opportunities exist for participation in student government, newspaper or literary magazine publication, debating, speech contests, drama, orchestra, band, choral groups, college-sponsored radio and television programs, art shows, and intramural sports. Several KCTCS colleges have joint faculty-student activities such as art exhibits, bowling leagues, drama productions, and presentation and discussion of selected foreign and American films.

Inter-KCTCS College Student Advisory Council

The Student Advisory Council consists of a representative from each college. Members of this organization serve in an advisory capacity to the Office of the Chancellor. The Advisory Council also provides the opportunity for the student body representatives to exchange ideas on topics of mutual concern.

Academic Services

Introduction

Big Sandy Community and Technical College offers AA and AS degree programs to meet the requirements of the first two years of bachelor degree programs; AAS occupational/technical degree

programs to meet workforce needs and which may be transferable to a bachelor degree; occupational/technical diplomas and certificates that are also aligned with workforce needs; high school dual credit courses; and continuing education and community service opportunities.

All students are encouraged to utilize the advising and transfer services available to complete programs of study at BSCTC, and to plan for lifelong and continuing education to support academic and career goals. Advising and transfer services are available to help facilitate students' progress and success.

Academic Advising

Academic advising is an essential element of the total educational experience and is available to every BSCTC student. Whether a student is seeking credentials exclusively from BSCTC or plans to use the education obtained at BSCTC to pursue a higher degree at another institution, academic advising is critical. Advisors strive to assist students in obtaining accurate information about academic requirements, long- and short term educational planning, and resources available to assist students in advancing their academic and professional goals. Students with specific plans should contact an advisor at BSCTC as soon as these goals are identified for the most effective advising and planning. In order to receive academic advising students should consult BSCTC for information. Students can also refer to the Transfer Contacts listed on pages 56 to 58 on the KCTCS web site at: www.kctcs.edu Search words: Transfer Contacts to assist with transfer planning at KCTCS and a four year university.

Although academic advisors provide assistance, students are responsible for knowing institutional policies, procedures, requirements, and seeking out assistance when needed.

General Education Certifications

Students with defined professional/career goals requiring a bachelor's degree may choose to begin their education at Big Sandy Community and Technical College then transfer to any four-year college or university. The General Education Transfer Policy is in place between all public colleges and universities in Kentucky, and guarantees the transfer of general education courses as follows:

Fully General Education Certified

Students who have completed a general education program of 48 credit hours which includes the 33 credit hour Core and all additional institution-specific general education courses (15 credit hours) and who are in good academic standing will be "fully general education certified". Students may then transfer these hours altogether as a block. Students must fulfill any additional general education requirements of the receiving institution that have not been satisfied through the courses in the core or through additional KCTCS college courses.

Core Certification

Students in good academic standing who have completed the 33-credit hour core component in the five subject areas specified in the General Education Transfer Policy will be "core certified." Students may then transfer these hours in a block, but must fulfill any additional general education requirements of the receiving institution that have not been satisfied through the courses in the core or through additional KCTCS college courses.

Category Certification

Students in good academic standing who have completed only some categories in the 33-credit hour core component will be certified for those categories they complete. For example, a student who has completed the nine-hour Social Interaction requirement of the AA/AS degree may be certified as having met the General Education Transfer Policy's nine-hour Behavior/Social Science requirement. Students with "category" certification and/or additional coursework must fulfill the remaining general education requirements for the bachelor degree program.

If you have questions about the General Education Transfer Policy, please contact BSCTC's Transfer Contact. Completed general education certifications are automatically printed on the official transcript. If the requirements for certification have been completed, but the appropriate certification is not printed on the transcript, contact the college registrar's office to request the appropriate certification be added to your transcript and request an additional transcript including the certification.

Transfer to Baccalaureate Institutions

All students are encouraged to complete a program of study at BSCTC and to consider transferring to a bachelor degree program to further their academic and career goals. The AA and AS degrees include a substantial amount of general education courses and are designed to accommodate transfer. KCTCS has developed a number of transfer agreements to assist students completing AA, AS and AAS programs to transfer to bachelor degree programs. A list of these transfer agreements can be found at the KCTCS website at: www.kctcs.edu Search words: Transfer Agreements.

Transfer Contacts and Services

There are a number of people available to assist students with information about planning and resources for transferring to a bachelor's degree program. Students who are interested in transferring, or who just have questions about transferring, are encouraged to seek information as soon as possible. Each KCTCS college provides transfer services and has at least one transfer contact to assist students. Each public and private postsecondary institution in Kentucky also has staff to provide information to KCTCS students about transferring to that specific institution. Students are encouraged to talk with transfer liaisons at BSCTC as well as transfer liaisons at the college or university to which they want to transfer. A short list of public university transfer contacts is included below for quick reference. A complete list of transfer liaisons at each KCTCS college, and public and private colleges/universities in Kentucky is available at the KCTCS website at: www.kctcs.edu Search words: Transfer Contacts.

KCTCS Chancellor's Office

Nicole McDonald

Director for Transfer
300 North Main Street
Versailles, KY 40383
(859) 256-3389
nicole.mcdonald@kctcs.edu

Big Sandy Community and Technical College

Jeffrey T. Hicks

Counsel
BSCTC
One Bert T. Combs Drive
Prestonsburg, KY 41653
(606) 886-3863
(888) 641-4132
jeffrey.hicks@kctcs.edu

Jimmy Wright

Associate Dean of Student Affairs
BSCTC
One Bert T. Combs Drive
Prestonsburg, KY 41653
(606) 886-3863
(888) 641-4132
jimmy.wright@kctcs.edu

Eastern Kentucky University

Keith Grob

Office of Admissions
(859) 622-1555
800-465-9191
keith.grob@eku.edu

Kentucky State University

Juanita Burrell

Transfer Coordinator/Project Graduation Coordinator
(502) 597-6462
juanita.burrell@kysu.edu

Kathy Peale

Associate Director of Admissions
(502) 597-6350
Kathy.peale@kysu.edu

Morehead State University

Brad Bennington

Transfer Coordinator
(606) 783-2008
b.bennington@morehead-st.edu

Jen Crisp

Senior Enrollment Services Counselor
(606) 783-5421
j.crisp@morehead-st.edu

Murray State University

Crystal Riley

Coordinator, Transfer Center
(270) 809-2185
(800) 669-7654
transfercenter@murraystate.edu

Northern Kentucky University

Jason Moore

Transfer Coordinator
AC 409
(859) 572-5547
(859) 572-6665
(800) 637-9948
mooreA4@nku.edu

University of Kentucky

Prim Wathen

Associate Director of Admissions
(859) 257-7265
primwathen@uky.edu

University of Louisville

Kathy Mandlehr

Director, Transfer Center

(502) 852-3447

kathleen.mandlehr@louisville.edu**Mindy Steinberg**

Assistant Director, Office of Admissions

Transfer and Articulation

(502) 852-4959

(800) 334-8635 Ext. 4959

Mindy.steinberg@louisville.edu

Western Kentucky University**Marvin Daniel**

Coordinator of Transfer Admissions

(270) 745-2551

(800) 495-8463

TDD: (270) 745-5389

marvin.daniel@wku.edu

Credit for External Experiences

Big Sandy Community and Technical College recognizes that valid college-level learning experiences occur outside the traditional classroom setting. The College will assist students in recognizing appropriate external experiences and apply them toward a KCTCS credential. The College reserves the right to validate student competence through the mechanisms described in this section.

Advanced Placement Program

KRS 164.098 requires Kentucky Institutions to award credit for scores of 3 or higher on the Advanced Placement Tests. BSCTC participates in the Advanced Placement Program of the College Entrance Examination Board. Interested students should have their examination results sent to the Admissions Office of BSCTC.

Guide for Advanced Placement			
<i>AP Test</i>	<i>Score</i>	<i>Credit Awarded</i>	<i>Credit Statement</i>
Art History	3	ART 105 or ART 106	3 credit hours
	4	ART 105 and ART 106	6 credit hours
Biology	3	BIO 112	3 credit hours
Calculus AB	3	MAT 175	5 credit hours
Calculus BC	3	MAT 175 and MAT 185	10 credit hours
Chemistry	3	CHE 170	3 credit hours
	4	CHE 170 and CHE 180	6 credit hours
Chinese Language and Culture	3	RAE 150	3 credit hours
Comparative Government and Politics	3	POL 210	3 credit hours
Computer Science A	3	CS120 & CIS149 or CS 115	6 credit hours

			3 credit hours
English Literature/ Composition	3	ENG 161	3 credit hours
English Language/ Composition	3	ENG 101	3 credit hours
Environmental Science	3	EST 150	4 credit hours
European History	3	HIS104 & HIS105	6 credit hours
French Language	3	FR201	3 credit hours
	4	FR201 & FR202	6 credit hours
German Language	3	GER 201	3 credit hours
	4	GER201, GER202	6 credit hours
Human Geography	3	GEO 172	3 credit hours
Japanese Language and Culture	3	TRN 106 or 110	3 credit hours
Latin: Vergil	3	TRN 106***	3 credit hours
	4	TRN 106 and 107***	6 credit hours
Microeconomics	3	ECO 201	3 credit hours
Macroeconomics	3	ECO 202	3 credit hours
Music Theory	3	MUS 174	3 credit hours
Physics B*	3	PHY201 and PHY203	8 credit hours
Physics C** (mechanics)	3	PHY 231	4 credit hours
Physics C** (electricity and magnetism)	3	PHY 232	4 credit hours
Psychology	3	PY 110	3 credit hours
Spanish Language	3	SPA 201	3 credit hours
	4	SPA 201 and SPA202	6 credit hours
Spanish Literature	3	TRN 110***	3 credit hours
Statistics	3	STA 220	3 credit hours
Studio Art 2-D	3	ART 112	3 credit hours
Studio Art 3-D	3	ART 113	3 credit hours
Studio Art-Drawing	3	ART 110	3 credit hours
US Government & Politics	3	PS 101	3 credit hours
US History	3	HIS 108 and HIS109	6 credit hours
World History	3	HIS 101	3 credit hours

*Upon presentation documentation of appropriate laboratory experience, credit will also be given for the laboratory portions of these courses.

**Upon presentation documentation of appropriate laboratory experience, credit will also be given for the laboratories associated with these courses, PHY 241, 242 respectively.

***KCTCS does not offer courses that are an exact equivalent for the AP subject offered. Appropriate General Education credit is awarded in these cases.

American Council on Education

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

Articulation Agreements

Articulation agreements provide a mechanism to accept and award credit for courses that will transfer toward a credential. Articulation agreements specify the terms and conditions for courses taken at other institutions that will apply to a KCTCS credential, and/or the terms and conditions for courses taken at KCTCS that will apply to credentials or degree programs at other institutions. In either case, the award of applicable credit to the credential is subject to the specific terms of each agreement and all requirements specified in the agreement must be met before credit can be awarded. For information about articulation agreements for KCTCS credentials, contact the Admissions and Records Office. For information about the availability of articulation agreements that apply to credentials or degree programs at other institutions, consult the college Student Records Office, the Transfer Contacts or the Council on Postsecondary Education website at www.cpe.ky.gov Search words: Academicinit Transfer.

Certified Professional Secretary Examination

The College recognizes 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 21 credit hours in specified courses. Students must first complete 12 credit hours in residence at the College in which they wish to receive credit.

Child Development Associate

KCTCS colleges recognize the Child Development Associate (CDA) credential awarded by the Council for Professional Recognition and will grant up to nine (9) credit hours (IEC 101, IEC 102 and/or IEC 190) to students who successfully complete one 3-hour IEC course.

Industry Standard Certification Examinations

Information Technology

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 24 credit hours equivalent to the course(s) within the program of study as specified by the Information Technology curriculum. Credit will be 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 before the expiration date of the credential or within five years of the date the credential was earned and specified on the examination, whichever comes first.

Military Service Experience

A student may receive course credit in recognition of collegiate-level work completed through DSST (DANTES Subject Standardized Tests). To receive course credit for successful DSST exams, the student must have received a minimum standard score of 46. Credit will be given only upon receipt of an official DSST score report or transcript. A student may receive course credit where appropriate and equivalent courses are available for formal military training as recommended in *A Guide to the Evaluation and Educational Experiences in the Armed Services (ACE Guide)*, published by the American Council on Education.

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 Exam: STEP or Challenge

Institutionally developed and administered exams provide an opportunity to demonstrate mastery of course content and receive credit toward program requirements. The student must be accepted for admission and enrolled in the College and apply for the exam through the Admissions and Records Office. For more information, see "Tuition and Charges".

Non-Classroom Learning Experiences

Work Based Learning Experiences

Many of the diploma and degree programs offered through the colleges have Work Based Learning included in the curriculum. Work Based Learning refers to the programs that offer academic credit for degree related work experience during a specific semester. The experiences and credit awarded vary according to the program's requirements. These experiences must be planned and supervised by the college and the employer to ensure that the work experience contributes to the student's education and career objective. The cornerstone of Work Based Learning is Cooperative Education. Other programs that are considered part of Work Based Learning are Internships, Practicums, and Experiential Learning. These courses afford the student a unique opportunity to integrate formal classroom training with supervised work experience.

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.

Credit for Prior Learning

Prior Learning Assessment Portfolio students may contact any KCTCS college for information regarding applications for college credit via portfolio.

Academic Policies and Rules

Policies Related to Enrollment

Student Load – Full-time Status

Full-time student academic status for the fall and spring semesters is 12 credit hours. Full-time student academic status for the summer semester is 6 credit hours.

Student Load – Maximum Student 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.

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 by the President of the College (or designee) to carry a

maximum of three extra credit hours, provided the total is not in excess of 22 credit hours for the semester.

Normally, the maximum course load (including residence, correspondence and extension courses) shall be four credit hours for the four-week intersession or 10 credit hours in the eight-week summer session. A student who has attained a grade point average of 3.0 may be granted permission by the President of the College (or designee) to carry a maximum of five hours in a four-week session and 12 hours in an eight-week session.

A student on academic probation shall not take more than 15 credit hours in a semester, three credit hours in a four-week intersession and seven credit hours in an eight-week summer session.

A student may be registered simultaneously at a KCTCS college and at another institution only with the approval of the President of the College (or designee). The credit hours obtained at the other institution are considered as 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.

Grading System

The grading system uses a series of letters, to which are assigned grade-point values. 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 the minimum achievement for credit. It is valued at one grade point 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 credit hours and zero grade points in non-remedial and non-developmental courses. Credit may only be obtained by repeating the entire course.

F: represents an unsatisfactory grade in a course taken on a Pass-Fail basis. It has no value in computing the grade point average. Credit may only be obtained by repeating the entire course. This grade may be used for developmental courses.

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 mid-term 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: 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 and student will discuss the requirements for completion of a course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to an E. Each college shall maintain 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 chairperson (or designee), will forward to the Admissions and Records Office the appropriate letter grade to replace the incomplete grade.

W: represents a withdrawal from a course without completing course requirements. A student may officially withdraw from any course up to and including the date of mid-term with a W grade. After the date of mid-term and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the College. The grade of W may be assigned by the College Appeals Board in cases involving a violation of student academic rights or for academic offenses.

P: represents a satisfactory grade in a course taken on a Pass-Fail basis. The student who receives a grade of P in a course shall be eligible to continue into the next sequential course(s). The grade of P may be assigned by the College Appeals Board in cases involving a violation of student academic rights. It has no value in computing the grade point average. This grade may be used for developmental courses.

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.

Pass/Fail: 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. Courses with these grades 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. 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 or 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 or taken by special examination, shall not be included in the maximum number of elective courses which a student may take under these provisions

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 (or designee). However, each respective 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.

Grade-Point Average (GPA): The GPA on the KCTCS transcript is derived from all courses taken at KCTCS institutions. 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.

Reporting Final Grades: The final grades for a course shall be filed with the Admissions and Records Office (or designee) within forty-eight hours after the scheduled time of the final examination for that course. Grades for all candidates for degrees must be filed in the Admissions and Records Office (or designees) office by such dates as may be determined.

Academic Probation, Academic Suspension, and Reinstatement

Academic Probation: A student earning a cumulative grade point average below a 2.0 at the end of a term shall be placed on academic probation. A student shall be 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 shall be academically suspended. Non-enrollment has no effect on probation status. The president (or designee) may grant an exception based upon an individual’s case. A student on academic suspension may not enroll in any courses which count toward a KCTCS degree.

Reinstatement: A student who has been academically suspended may be reinstated by the president (or designee) after remaining out of the College for at least one 16-week semester and 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 be subject to academic suspension if the student 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 president (or designee) after remaining out of the College for at least two 16-week semesters and providing evidence of ability to perform at the level required.

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 in the cumulative GPA. Credit will 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, a division chair (or designee) in consultation with the instructor may refuse to approve a third registration in the same course, including those offered by correspondence, extension and distance learning technology. Subject to the approval of the division chair (or designee), a student may receive approval for a substitution of comparable courses (e.g. MT 150 may be taken as a repeat option for MA 109 and vice versa.). NOTE: A parent course cannot be repeated using modules. Students who have received passing grade in a parent course are not eligible to enroll in any module of that parent course.

Final Exams

Any student with more than two exams scheduled on one day as described in the College’s final exam schedule shall be entitled to have one of those exams 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.

Dean’s List

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

President’s List

The President’s List recognizes the academic excellence of full-time students who have earned an overall semester grade-point average of 4.0 in courses numbered 100 or higher. Certificates of Merit are awarded to students who achieve this distinction.

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 12 credit hours in non-developmental and non-remedial courses with a GPA of 2.0 or better after readmission, may choose to have none of the course work attempted in the colleges prior to the interruption included in the computation of the student’s GPA. The calculation of the GPA 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 GPA 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 GPA. A student may only use the academic bankruptcy option once.

Policies Related to Graduation

Graduation Requirements

For the Associate in Arts, Associate in Science, and Associate in Applied Science degrees, regardless of the time the student has attended the college, at least 25 percent of the approved curriculum credits must be completed at the KCTCS college granting the degree. For a certificate or diploma, at least 25 percent of the approved curriculum credits must be completed at the college granting the credential. In the case of degree programs offered through joint, cooperative, or consortia arrangements, the student must earn at least 25 percent of the credits from the participating institutions. Students seeking Associate in Arts, Associate in Science or Associate in Applied Science degrees or Diplomas must have a minimum cumulative GPA of 2.0 in order to be eligible for graduation. To be eligible for a certificate, a student must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate.

In order to be eligible to receive KCTCS credentials, students must satisfactorily complete the minimum number of credits required for that credential, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0. In order to be eligible for:

Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Applied Technology degrees, students must satisfactorily complete 60 credits, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with accumulative grade point average of at least 2.0.

Diplomas, student must satisfactorily complete a minimum of 36 hours including the general education requirements as specified by the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0.

Certificates, students must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate.

Course substitutions may be made by the college president (or designee) on an individual basis with the advice of the appropriate division chairperson.

Specific information about the requirements for these programs is available below in the Academic Credentials Awarded section.

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 shall be graduated "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 shall be graduated "With Distinction" if they attain a grade-point average of 3.40-3.59 on all work attempted.

Multiple Associate Degrees

A student will be eligible for an additional degree when the student has completed the requirements of the second curriculum including a minimum of six credit hours relevant to the second degree and beyond the requirements for the first 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, will be recorded on the transcript.

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 occupational/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.

Academic Credentials Awarded

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

Core Transfer Components	AA	AS
Writing/Accessing Information	6 credit hours	6 credit hours
Oral Communications	3 credit hours	3 credit hours
Heritage	3 credit hours	3 credit hours
Humanities	3 credit hours	3 credit hours
Social Interaction	9 credit hours ¹	9 credit hours ¹
Science	6 credit hours ²	6 credit hours ²
Mathematics	3 credit hours	3 credit hours ³
Subtotal Core Transfer	33 credit hours	33 credit hours
Additional General Education Requirements		
Heritage/Humanities/Foreign Language	3 credit hours	
Heritage/Humanities/Social Interaction/ Foreign Language	3 credit hours	
Science/Mathematics	3 credit hours	9 credit hours ¹
Computer Literacy and/or course(s) to be chosen from the approved general education list	6 credit hours ⁴	6 credit hours ⁴
Subtotal	15 credit hours	15 credit hours
Total Gen Ed Block	48 credit hours⁵	48 credit hours⁵

Notes:

1. At least two disciplines must be represented from Social Interaction courses.
2. Must include at least one Science course with a laboratory experience.
3. Mathematics: The AS degree requires a total of 18 hours in Science/Mathematics. Of these 18 hours, at least 4 hours must be in Mathematics/Statistics courses with prefixes MAT (courses numbered 150 and above), MA (courses numbered 109 and above) or STA; and at least 6 hours must be science courses with one laboratory experience. Refer to General Education Requirements for a complete list.
4. Computer Literacy: A student must pass an approved three (3) credit hour computer literacy course unless the computer competency exam is successfully completed.
5. Cultural Studies: At least one course within the 48 credit hour general education block must be selected from the identified Cultural Studies course list.

Other Degree Requirements/Electives

Electives	12	12
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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. If the courses used to fulfill the requirements of the Core and Additional Components listed above result in more than 48 hours, additional hours over 48 may be used to fulfill the elective hour requirement.

Total Credit Hours	60	60
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Associate in Arts and Associate in Science degrees are awarded to students who complete 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.

Associate in Applied Science (AAS)

General education component: 15-23

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

A student must complete 15 to 23 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
Behavioral Science/Social Interaction	3 credit hours
Heritage/Humanities/Foreign Language	3 credit hours
Writing/Assessing Information	3 credit hours
Computer Literacy	0-3 credit hours ¹

¹ Computer literacy must be demonstrated either by competency exam or by completing an approved computer literacy course.

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

Technical and Support Component

45-53

General Education and Technical and Support Components must be distributed so that programs do not exceed 68 credit hours.

Total credit hours

60-68

AAS degree programs should incorporate multiple exit points, i.e. awarding certificates and diplomas, when possible.

*SACS refers to 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 (36-60 credit hours). 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 and continued 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.

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 credit hour requirement for diplomas as follows:
 General Education (select six credit hours from the following areas)

Humanities/Fine Arts/Foreign Language

Mathematics

Natural Science

Behavior Science/Social Interaction

Addition 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 & Support*

30-54

Total credit hours

36-60

*The Technical and Support requirements must include a work experience component between 1-12 credit hours.

Computer literacy must be demonstrated either by competency exam or by successfully completing a computer literacy course as outlined in the program of study.

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 external exams 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.

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.

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

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 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 identifies three foundation 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

Continuing Education Certificate

Students shall be awarded a continuing education certificate when they have successfully completed a continuing education course or set of courses.

Specialized Training

Continuing Education Courses

Continuing education courses can be either credit or non-credit and are designed to meet the needs of the labor market and persons preparing to enter the workforce. They can also supplement knowledge and skills for initial employment or job advancement. They are developed to meet the lifelong learning needs of the general public by providing short-term training, retraining, or upgrading of skills for employment or job advancement.

Customized Industry Training

At the request of business and industry, Community and Economic Development Coordinators (CED) assist in the development and implementation of customized training for prospective and current employees. A specialized training agreement is developed that specifies the duties and responsibilities of the college and the company and may include the awarding of college credit. Contact the CED Coordinator at the local college.

Other Training Options

In addition to full-time programs, the College provides short-term training courses to meet specific labor force needs and demands. Contact the Community, Workforce, Economic Development Office for a list of short-term training programs and schedules.

General Education Requirements

Competencies will be met at the level appropriate to the credential.

A general education core curriculum will enable BSCTC 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.

Writing/Accessing Information

Diploma	TEC 200 Technical Communications	
	OST108 Editing Skills for Office Professionals	
	Any Writing course approved for the AAS, AA or AS	
AAS, AA, AS		
	ENG 101 Writing I.....	3
	ENG 102 Writing II.....	3
	ENG 105 Writing: An Accelerated Course.....	3

Oral Communication

Diploma, AAS, AA, AS		
	COM 181 Basic Public Speaking	3
	COM 252 Intro to Interpersonal Communications	3
	COM 281 Communication in Small Group	3
	COM 287 Persuasive Speaking.....	3

Computer Literacy

Diploma	IT 100 Computer Literacy	3
	Any Computer Literacy course approved for the AAS, AA or AS	
AAS	IT 100 Computer Literacy	3
	CIS 100 Introduction to Computers.....	3
	OST 105 Introduction to Information Systems	3
	Any Computer Literacy course approved for the AA or AS	
AA, AS		
	CIS 100 Introduction to Computers.....	3
	OST 105 Introduction to Information Systems	3

KCTCS has adopted current IC3 objectives to define computer literacy. The course description or descriptions, competencies and outline of computer literacy courses must include IC3 objectives as outlined as <http://unity.kctcs.edu/docushare/dsweb/View/Collection-8666>.

All AA, AS, AAS and diploma students entering KCTCS must demonstrate computer literacy by:

- 1. Scoring a passing score on the IC3 Computer Exam, or
- 2. Providing documentation of successful completion of certification exams as approved by KCTCS, or
- 3. Articulating credit from another institution, or
- 4. Receiving credit for an approved KCTCS computer literacy course.

Note: Students may receive 3 credit hours for CIS 100 by successful completion of the IC3 Computer Exam* and one of the following: the IC3 Database Exam*, a one credit hour database course, or the MOS Access exam. Students may choose to take the IC3 Computer Exam* to demonstrate computer competency. Students who score a passing score on the exam will have met the requirements of computer literacy and documentation will be placed on the student's transcript.

Mathematics

Diploma	MT 120 Intermediate Algebra with Applications
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	MT 122 Intermediate Algebra: A Functional Approach	4
	OST 213 Business Calculations for the Office Professional	3
	Any Mathematics course approved for the AAS, AA, or AS	
AAS	MAT 105 Business Mathematics	3
	MAT 110 Applied Mathematics	3
	MAT 116 Technical Mathematics	3
	MAT 126 Technical Algebra and Trigonometry	3
	Any higher level mathematics course	
AA	MAT 146 Contemporary College Mathematics	3
	Any higher level mathematics course	
AS	MAT 150 College Algebra and Functions	3
	MAT 155 Trigonometry	3
	MAT 160 Precalculus	5
	MAT 165 Finite Mathematics and its Applications	3
	MAT 170 Brief Calculus with Applications	3
	MAT 175 Calculus I	5
	MAT 185 Calculus II	5
	MAT 275 Calculus III	4
	MAT 285 Differential Equations	3
	STA 210 Statistics: A Force in Human Judgment	3
	STA 220 Statistics	3
	MA 110 Analytical Geometry and Trigonometry	4
	MA 112 Trigonometry	2
	MA 113 Calculus I	4
	MA 114 Calculus II	4
	MA 123 Elementary Calculus and Its Applications	3
Science		
Diploma	PHX 150 Introductory Physics	3
	Any Science course approved for the AAS, AA, or AS	
AAS, AA, AS	ANA 209 Principles of Human Anatomy	3
	AST 101 Frontiers of Astronomy	3
	AST 191 The Solar System	3
	AST 192 Stars, Galaxies, and the Universe	3
	ASY 195 Introductory Astronomy Laboratory	1
	BIO 112 Introduction to Biology	3
	BIO 113 Introduction to Biology Lab	1
	BIO 114 Major Discoveries in Biology	3
	BIO 115 Biology Laboratory I	1
	BIO 116 Biology II	3
	BIO 117 Biology Laboratory II	1
	BIO 118 Microbes and Society	3
	BIO 120 Human Ecology	3
	BIO 121 Introduction to Ecology Laboratory	1
	BIO 122 Introduction to Conservation Biology	3
	BIO 124 Principles of Ecology	3
	BIO 130 Aspects of Human Biology	3

BIO 135 Basic Anatomy and Physiology with Laboratory	4
BIO 137 Human Anatomy and Physiology I	4
BIO 139 Human Anatomy and Physiology II	4
BIO 140 Botany	3
BIO 141 Botany with Laboratory	4
BIO 142 Zoology	3
BIO 143 Zoology with Laboratory	4
BIO 144 Insect Biology	3
BIO 150 Principles of Biology I	3
BIO 151 Principles of Biology Laboratory I	2
BIO 152 Principles of Biology II	3
BIO 153 Principles of Biology Laboratory II	2
BIO 204 The Genetic Perspective	3
BIO 225 Medical Microbiology	4
BIO 226 Principles of Microbiology	3
BIO 227 Principles of Microbiology with Laboratory	5
CHE 130 Introductory General and Biological Chemistry	4
CHE 140 Introductory General Chemistry	3
CHE 145 Introductory General College Chemistry	1
CHE 150 Introduction to Organic and Biological Chemistry	3
CHE 155 Introduction to Organic and Biological Chemistry Lab	1
CHE 170 General College Chemistry I	3
CHE 175 General College Chemistry Laboratory I	1
CHE 180 General College Chemistry II	3
CHE 185 General College Chemistry Laboratory II	1
CHE 220 Analytical Chemistry	5
CHE 270 Organic Chemistry I	3
CHE 275 Organic Chemistry Laboratory I	2
CHE 280 Organic Chemistry II	3
CHE 285 Organic Chemistry Laboratory II	2
GEO 130 Earth's Physical Environment	3
GEO 251 Weather and Climate	3
GLY 101 Physical Geology	3
GLY 102 Historical Geology	3
GLY 110 Endangered Planet: An Introduction to Environmental Geology	3
GLY 111 Laboratory for Physical Geology	1
GLY 112 Laboratory for Historical Geology	1
GLY 130 Dinosaurs and Disasters: A Brief History of the Vertebrates	3
GLY 220 Principles of Physical Geology	4
PGY 206 Elementary Physiology	3
PH 161 Introductory Physics Laboratory I	1
PH 162 Introductory Physics Laboratory II	1
PH 171 Applied Physics	4
PH 172 Physics for Health Science	2
PHY 151 Introduction to Physics	3
PHY 152 Introduction to Physics	3

	PHY 160 Physics and Astronomy for Elementary Teachers	3
	PHY 201 College Physics I	4
	PHY 203 College Physics II	4
	PHY 211 General Physics	5
	PHY 213 General Physics	5
	PHY 231 General University Physics I	4
	PHY 232 General University Physics II	4
	PHY 241 General University Physics I Laboratory	1
	PHY 242 General University Physics II Laboratory	1
	SCI 100 Environmental Science: An Inquiry-Based Interdisciplinary Approach	4
	SCI 295 Scientific Investigations	3
Social Interaction		
Diploma	EFM 100 Personal Financial Management	3
	WPP 200 Workplace Principles	3
	Any Social Interaction course approved for the AAS, AA, or AS	
AAS,AA,AS	ANT 101 Introduction to Anthropology	3
	ANT 220 Introduction to Cultural Anthropology	3
	ANT 130/REL30 Introduction to Comparative Religion1	3
	ANT 160 Cultural Diversity in the Modern World	3
	ANT 220 Introduction to Cultural Anthropology	3
	ANT 221 Native People of North America	3
	ANT 235 Food and Culture	3
	ANT 241 Origins of Old World Civilizations	3
	ANT 242 Origins of New World Civilizations	3
	COM 101 Introduction to Communications	3
	COM 249 Mass Media and Mass Culture	3
	COM 254 Intro to Intercultural Communications	3
	ECO 101 Contemporary Economic Issues	3
	ECO 201 Principles of Microeconomics	3
	ECO 202 Principles of Macroeconomics	3
	FAM 252 Introduction to Family Science	3
	FAM 253 Human Sexuality: Development, Behavior, and Attitudes	3
	FLK 280 Cultural Diversity in the US	3
	GEN 140 Development of Leadership	3
	GEN 225 Lifelong Learning Applications	3
	GEO 152 Regional Geography of the World	3
	GEO 160 Lands and Peoples of the Non-Western World	3
	GEO 172 Human Geography	3
	GEO 210 Pollution, Hazards, and Environmental Management	3
	GEO 222 Cities of the Worlds	3
	GEO 240 Geography and Gender	3
	AGR 101 The Economics of Food and Agriculture	3
	HUM 135 Introduction to Native American Literature2	3
	HUM 202 Survey of Appalachian Studies I	3
	HUM 203 Survey of Appalachian Studies II	3

HUM 204 Appalachian Seminar	3
HUM 221 Contemporary Perspectives on Peace and War	3
POL 101 American Government	3
POL 210 Introduction to European Politics: East and West	3
POL 212 Culture and Politics in the Third World	3
POL 235 World Politics	3
POL 255 State Government	3
POL 271 Introduction to Political Behavior	3
PSY 100 Introduction to Psychology	4
PSY 223 Developmental Psychology	3
PY 110 General Psychology	3
PY 180 Human Relations	3
PY 185 Human Potential	3
PY 230 Psychosocial Aspects of Death and Dying	3
RAE 120 Introduction to Chinese Culture	3
REL 101 Introduction to Religious Studies	3
REL 130 Introduction to Comparative Religion ^{1,2}	3
SOC 101 Introduction to Sociology	3
SOC 151 Social Interaction	3
SOC 152 Modern Social Problems	3
SOC 220 The Community	3
SOC 235 Inequality in Society	3
SOC 249 Mass Media and Mass Culture	3
SOC 260 Population, Resources and Change	3
SPA 115 Culture of Mexico for Non-Spanish Speakers	3
SWK 275 The Family	3
WS 200 Introduction to Women's Studies to the Social Sciences	3

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		3
FLK 276 Introduction to Folk Studies		3
HIS 101 World Civilization I		3
HIS 102 World Civilization II		3
HIS 104 A History of Europe Through the Mid-Seventeenth Century		3
HIS 105 A History of Europe from the Mid-Seventeenth Century to the Present		3
HIS 106 Western Culture: Science and Technology I		3
HIS 107 Western Culture: Science and Technology II		3
HIS 108 History of the U.S. Through 1865		3
HIS 109 History of the U.S. Since 1865		3
HIS 120 The World at War 1939-45		3
HIS 202 History of British People to the Restoration		3
HIS 203 History of British People Since the Restoration		3
HIS 206 History of Colonial Latin America		3
HIS 207 History of Modern Latin America, 1810 to present		3

	HIS 240 History of Kentucky	3
	HIS 247 History of Islam and Middle Eastern Peoples, 500-1250	3
	HIS 248 History of Islam and Middle East Peoples, 1250 to Present	3
	HIS 254 History of Sub-Saharan Africa	3
	HIS 260 Afro-American History to 1865	3
	HIS 261 Afro-American History 1865 to the Present	3
	HIS 265 History of Women in America	3
	HIS 270 Ancient Europe	3
	HIS 271 Medieval Europe	3
	HIS 295 East Asia to 1800	3
	HIS 296 East Asia since 1800	3
Humanities		
	Diploma, AAS,AA,AS	3
	ART 100 Introduction to Art	3
	ART 104 Introduction to African Art	3
	ART 105 Ancient Through Medieval Art	3
	ART 106 Renaissance Through Modern Art	3
	ANT 130/REL 130 Introduction to Comparative Religion1,2	3
	ART 201 Ancient Art History	3
	ART 203 Renaissance Art History	3
	ART 204 Modern Art History	3
	ENG 135 Greek and Roman Mythology in Translation	3
	ENG 161 Introduction to Literature	3
	ENG 221 Survey of English Literature I	3
	ENG 222 Survey of English Literature II	3
	ENG 230 Introduction to Literature (Subtitle Required)	3
	ENG 231 Literature and Genre (Subtitle Required)	3
	ENG 232 Literature and Place (Subtitle Required)	3
	ENG 233 Literature and Identities (Subtitle Required)	3
	ENG 251 Survey of American Literature I	3
	ENG 252 Survey of American Literature II	3
	ENG 261 Survey of Western Literature from the Greeks through the Renaissance	3
	ENG 262 Survey of Western Literature from 1660 to the Present	3
	ENG 264 Major Black Writers	3
	ENG 270 The Old Testament as Literature	3
	ENG 271 The New Testament as Literature	3
	ENG 281/HUM 281 Introduction to Film	3
	ENG 282/HUM 282 International Film Studies	3
	FLK 276 Introduction to Folk Studies	3
	GEN 125 Applied Meta-Thinking	3
	HON 101 The Ancient World	3
	HON 102 The Medieval and Renaissance World	3
	HON 201 The Early and Modern World	3
	HON 202 The Contemporary World	3
	HRS 101 An Integrated Study of Western Civilization I	3
	HRS 102 An Integrated Study of Western Civilization II	3

HRS 201 An Integrated Study of Western Civilization III	3
HRS 202 An Integrated Study of Western Civilization IV	3
HUM 120 Introduction to the Humanities	3
HUM 121 Peace Studies	3
HUM 135 Introduction to Native American Literature	3
HUM 150 Introduction to African Literature	3
HUM 202 Survey of Appalachian Studies I	3
HUM 203 Survey of Appalachian Studies II	3
HUM 204 Appalachian Seminar	3
HUM 220 Historical Perspectives on Peace and War	3
HUM 230 Twentieth Century Japanese Literature and Culture in translation	3
HUM 250 Appalachian Literature Survey	3
HUM 251 Contemporary Appalachian Literature	3
HUM 281 Introduction to Film	3
MU 101 Folk and Traditional Music of the Western Continents	3
MUS 100 Introduction to Music	3
MUS 104 Introduction to Jazz History	3
MUS 206 American Music	3
MUS 207 African American Music History	3
MUS 208 World Music	3
MUS 220 Symphonic Music	3
MUS 222 History and Sociology of Rock Music	3
PHI 100 Introduction to Philosophy: Knowledge and Reality	3
PHI 120 Introductory Logic	3
PHI 130 Ethics	3
PHI 140 The Ethics of War and Peace	3
PHI 260 History of Philosophy I: From Greek Beginnings to the Middle Ages	3
PHI 270 History of Philosophy II: From the Renaissance to the Present Era	3
PHL 110 Medical Ethics	3
PHL 150 Business Ethics	3
REL 101 Introduction to Religious Studies	3
REL 120 Introduction to the Old Testament	3
REL 121 Introduction to the New Testament	3
REL 130 Introduction to Comparative Religion	3
THA 101 Introduction to Theatre: Principles and Practices	3
THA 200 Introduction to Dramatic Literature	3
THA 283 American Theatre	3
WS 201 Introduction to Women's Studies in the Arts and Humanities	3

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.

Foreign Languages

AAS,AA,AS	ASL 101 American Sign Language I	3
	ASL 102 American Sign Language II	3
	ASL 201 American Sign Language III	3
	ASL 202 American Sign Language IV	3
	FR 101 Elementary French I	4
	FR 102 Elementary French II	4
	FR 201 Intermediate French I	3
	FR 202 Intermediate French II	3
	GER 101 Elementary German I	4
	GER 102 Elementary German II	4
	GER 201 Intermediate German I	3
	GER 202 Intermediate German II	3
	JPN 101 Beginning Japanese I	4
	JPN 102 Beginning Japanese II	4
	RAE 150 Beginning Chinese I	4
	RAE 151 Beginning Chinese II	4
	SED 101 Sign Language I	3
	SED 102 Sign Language II	3
	SED 203 Sign Language III	3
	SED 204 Sign Language IV	3
	SPA 101 Elementary Spanish I (spoken approach)	4
	SPA 102 Elementary Spanish II (spoken approach)	4
	SPA 201 Intermediate Spanish I (spoken approach)	3
	SPA 202 Intermediate Spanish II (spoken approach)	3

Cultural Studies Courses

Cultural Studies is defined as a course in which the major thrust is the study of one or more non-traditional and/or underrepresented cultures that are traditionally excluded from or marginalized in mainstream American curriculum. Cultural studies courses demonstrate a cultural emphasis in their course descriptions.

Social Interaction:

ANT 130/REL130	Introduction to Comparative Religion*
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 254	Intro to Intercultural Communications
GEO 152	Regional Geography of the World
GEO 160	Lands and Peoples of the Non-Western World
HUM 135	Introduction to Native American Literature*
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 212	Culture and Politics in the Third World
	POL 235	World Politics
	RAE 120	Introduction to Chinese Culture
	SOC 235	Inequality in Society
	SPA 115	Culture of Mexico for Non-Spanish Speakers
	WS 200	Intro to Women's Studies in the Social Sciences
Heritage:		
	HIS 101	World Civilization I
	HIS 102	World Civilization II
	HIS 206	History of Colonial Latin America
	HIS 207	History of Modern Latin America, 1810 to Present
	HIS 247	History of Islam and Middle Eastern Peoples, 500-1250
	HIS 248	History of Islam and Middle Eastern Peoples, 1250 to the 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 295	East Asia to 1800
	HIS 296	East Asia Since 1800
Humanities:		
	ART 104	Introduction to African Art
	ENG 233	Literature and Identity
	ENG 234	Introduction to Women's Literature
	ENG 264	Major Black Writers
	ENG 282/	
	HUM 282	International Film Studies
	HUM 121	Peace Studies
	HUM 135	Introduction to Native American Literature*
	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 230	Twentieth Century Japanese Literature and Culture (in translation)
	HUM 250	Appalachian Literature Survey
	HUM 251	Contemporary Appalachian Literature
	MU 101	Folk and Traditional Music of the Western Continents
	MUS 104	Introduction to Religious Studies
	MUS 208	World Music
	REL 101	Introduction to Religious Studies
	REL 130	Introduction to Comparative Religion*
	WS 201	Introduction to Women's and Gender Studies in the Arts and Humanities
Foreign Languages:		
	ASL 101	American Sign Language I
	ASL 102	American Sign Language II
	ASL 203	American Sign Language III
	ASL 204	American Sign Language IV

ENG 135	Greek and Roman Mythology in Translation
FR 101	Elementary French I
FR 102	Elementary French II
FR 201	Intermediate French I
FR 202	Intermediate French II
GER 101	Elementary German I
GER 102	Elementary German II
GER 201	Intermediate German I
GER 202	Intermediate German II
JPN 101	Beginning Japanese I
JPN 102	Beginning Japanese II
RAE 150	Beginning Chinese I
RAE 151	Beginning Chinese II
SED 101	Sign Language I
SED 102	Sign Language II
SED 203	Sign Language III
SED 204	Sign Language IV
SPA 101	Elementary Spanish I
SPA 102	Elementary Spanish II
SPA 201	Intermediate Spanish I
SPA 202	Intermediate Spanish II

*listed under more than one category and/or with a different prefix; may not be counted in more than one general education category.

Note: The Cultural Studies: At least one course with the 48 credit hour general education block of the AA/AS must be selected from the identified Cultural Studies course list.

Course Transitions

A significant number of courses have changed prefixes and/or course numbers. This does not change the ability of the courses to fulfill general education course requirements as long as courses were eligible at the time of enrollment.

Admission to Programs

Academic requirements are specified for each program and are based on the level of difficulty and the technical nature of the curriculum. Admission to some programs is limited by college resources, facilities, accreditation requirements, etc. Contact the counselor or Admissions and Records Office or program coordinator at the College for more information.

KCTCS Online

Kentucky Community and Technical College System's (KCTCS) sixteen colleges deliver quality online courses and programs through two ways to learn: Learn by Term and Learn on Demand.

KCTCS colleges offer **KCTCS Online Learn by Term** through a partnership with the Kentucky Virtual Campus (KYVC) <www.kyvc.org>. These online courses are 3-4 credits each, offered by semester, and lead to certificates, diplomas, and degrees. Distance learning is an alternative for many students who cannot attend classes on campus due to scheduling conflicts, childcare, work or other commitments.

KCTCS colleges also offer module courses and programs through **KCTCS Online Learn on Demand**. Unlike the traditional Learn by Term online courses, Learn on Demand offers education in "bite-sized chunks". Courses start every day and are divided into smaller modules that are only 3 to 8 weeks

long and focus on specific skills. Each module earns real credit at KCTCS colleges—and credits build toward degrees.

In addition to these online options, KCTCS colleges also offer Live Virtual Classes through video conferencing technologies and Interactive Television (ITV).

Online Programs

KCTCS Online Learn by Term – semester based online programs

KCTCS colleges offer KCTCS Online Learn by Term traditional, semester-base online programs including the Associate in Arts (AA), Associate in Science (AS), and Associate in Applied Science (AAS) degrees, as well as diplomas and certificates. Students must designate a KCTCS college as their Home College. The KCTCS Home College must have program approval to award the credential. Online classes are delivered by different KCTCS colleges, and the Home College accepts all system-wide online courses delivered by other KCTCS colleges. Online courses offered system-wide and posted at the Kentucky Virtual Campus may be applied toward the required 25 percent of the approved curriculum credits to be completed at the college granting the degree. The student's Home College will provide student services including, but not limited to, admission, advising, registration, library services, billing, and financial aid. Enrolled students will receive automatic e-mails providing user id and password information through the student KCTCS e-mail account.

All of the courses required for online programs can be taken fully online; however, some courses may require exams that are proctored and approved by the instructor. Instructors communicate with students through the Blackboard Learning Management System (LMS) or through KCTCS e-mail.

Students may register for KCTCS Online Learn by Term online classes offered system-wide directly at any KCTCS college. Individuals may also complete a "course inquiry" submit form through www.kyvc.org. KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student's chosen Home College processes the course inquiry either through formal admission procedures or class enrollment.

Students may register for KCTCS Online Learn on Demand by using the online application and registration process described in detail on the website online.kctcs.edu.

Additional information about KCTCS Online courses and programs for both Learn on Demand and Learn by Term, including student information, may be viewed at the main KCTCS Online web page online.kctcs.edu.

KCTCS Online Learn by Term Current List of semester-based online programs

Associate of Arts

Associate of Science

Associate of Applied Science:

Business Studies

Business Administration

Accounting Option

Management Option

Office Systems Option

Information Systems Management Option

Medical Information Technology

Administration Option

- Insurance Coding Option
- Medical Records Option
- Transcription Option
- Office Systems Technology
 - Administrative Option
 - Financial Assistant Option
 - Medical Administrative Option
 - Desktop Publishing Option

Criminal Justice

- General Option
- Law Enforcement
- Security and Loss Prevention

General Occupational/Technical Studies

- General Option

Information Management & Design

- Library Information Technology Option

Information Technology

- Computer Programming Option (Programming Track)
- Computer Programming Option (Game Programming Track)
- Database Administration Option Oracle Track (Basic)
- Computer Support Specialist Option
- Network Administration Option Microsoft MCSA Track
- Network Administration Option Microsoft MCSE Track
- Information Security Option

Quality Management Systems

- General Option

Diplomas

Business Studies

- Medical Information Technology
- Medical Administrative Assistant
- Medical Office Assistant
- Medical Insurance Coding
- Medical Records Clerk
- Medical Transcriptionist
- Office Systems Technology
 - Administrative Assistant
 - Office Assistant
 - Financial Assistant
 - Desktop Publishing Specialist
 - Medical Office Assistant

Computer Aided Drafting & Design

- Computer Aided Drafting & Design

Certificates

Business Studies

- Accounting Technology
 - Accounting Trainee I
 - Accounting Trainee II
- Business Administration
 - Accounting
 - Advanced Business Administration
 - Basic Business Administration
 - Business Transfer
 - Financial Perspectives

- General Business
- Leadership
- Small Business Management
- Supervisory Management
- Medical Information Technology
 - Medical Unit Coordinator
 - Hospital Admissions Clerk
 - Medical Receptionist
 - Medical Office Trainee
- Office Systems Technology
 - Medical Admissions Clerk
 - Medical Administrative
 - Medical Coding
 - Medical Transcriptionist
 - Administrative
 - Data Entry Operator
 - Financial Assistant Clerk
 - Financial Assistant Trainee
 - Financial Record Keeper
 - Receptionist
 - Basic Business Presentation
 - Desktop Publishing
 - Legal Receptionist
- Computer Aided Drafting & Design**
 - Computer Assisted Drafter
 - Detailer
 - Drafter Assistant
- Education**
 - Paraeducator
- Historic Information Management**
 - Archival Management
 - Museum Management
 - Records Management
- Human Services**
 - Direct Support Work
- Information Technology**
 - Information Technology Fundamentals
 - A+ Certification
 - Computer Programming
 - Game Programming
 - Database Administration – Oracle Basic
 - Information Security
 - Computer Support Specialist
 - Network Administration Microsoft MCSA Track
 - Network Administration Microsoft MCSE Track
 - Web Administrator
 - Web Site Developer
- Interdisciplinary Early Childhood Education**
 - Kentucky Early Childhood Administrator
 - Kentucky Child Care Assistant
 - Kentucky Child Care Provider
- Nursing**
 - Medicaid Nurse Aide
 - Advanced Nursing Assistant
- Quality Management Systems**

Quality Leader
Quality Monitor
Quality Specialist I
Quality Support

KCTCS Online Learn on Demand Programs (modular classes)

KCTCS Online Learn on Demand is higher education on your terms. It offers accredited, affordable college programs designed to fit the busy, working adult.

All KCTCS Online Learn on Demand programs are built around the concept of modules. Modules are bite-sized classes that focus on a single job skill or academic topic and can be completed in three to eight weeks. Modules earn credit and credits build to certificates, diplomas or degrees.

Modules give you unparalleled flexibility and control of your education because you can begin a new module whenever you're ready. Unlike other online colleges with fixed course schedules, we offer the first truly on-demand education where you're free to work at your own pace and earn credit for prior knowledge. We also offer virtual student services 24/7 through the KCTCS Online Student Services Help Desk.

Degree

Business Administration

- Associate in Applied Science Business Administration, Human Resources Management Option
- Associate in Business Administration, Management Option

Information Technology

- Associate in Applied Science Information Technology, Network Administration Option (Microsoft MCSA Track)
- Associate in Applied Science Information Technology, Information Security Option

Nursing

- Associate Degree Nursing (AND)

Industrial Maintenance Technology

- Associate in Applied Science, Industrial Maintenance Technology

Diploma

Business Administration

- Organization Leadership
- Small Business Management

Nursing

- Practical Nursing (PN)

Certificate

Information Technology

- Information Technology Fundamentals
- A+ Certification
- Microsoft Networking MCSA Track
- Information Security

Business Administration

- Advanced Business Administration

Human Resource Management

- Leadership
- Management
- Small Business Management
- Team Leadership

Nursing

- Medicaid Nurse Aide (MNA)

Industrial Maintenance Technology

- Mechanical Maintenance I
- Mechanical Maintenance II
- Electrical Mechanic
- Mechatronics

Big Sandy Community and Technical College **Compliance with Regulations**

Big Sandy Community and Technical College 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 Lawrence L. Fortson, Director of Diversity Programs, Kentucky Community and Technical College System, 2750 Research Park Drive, P.O. Box 14092, Lexington, KY 40512-4092, (859) 246-3100, ext. 3201.

Efforts to comply with the laws and regulations applicable to people with disabilities -- as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 -- are also coordinated by the Director of Diversity Programs.

Questions concerning compliance with regulations may be directed to Jackie Cecil, Director of Human Resources, One Bert T. Combs Drive, Prestonsburg, KY 41653, (606) 886-3863, or to the Director of the Office of Civil Rights, U.S. Department of Education, Philadelphia, PA.

Big Sandy Community and Technical College 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 Jackie Cecil, Director of Human Resources, One Bert T. Combs Drive, Prestonsburg, KY 41653, (606) 886-3863 or the KCTCS Student Affairs Division.

Questions about admission to the college should be directed to the admission office.



How to Reach Us

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