Ashland Community and Technical College and the Kentucky Community and Technical College System reserve the right to make changes in the calendar, admissions policies, expenses, programs, curricula, course descriptions, or any other matter described in this publication. Prospective and current students should check with the Ashland Community and Technical College admissions office or their advisor to determine any changes made in the materials described in this handbook since its publication.

ASHLAND COMMUNITY AND TECHNICAL COLLEGE

www.ashland.kctcs.edu
(606) 326-2000 or 800-928-4256

COLLEGE DRIVE CAMPUS (CDC)

1400 College Drive
Ashland, KY 41101

ROBERTS DRIVE CAMPUS (RDC)

4818 Roberts Drive
Ashland, KY 41102

TECHNOLOGY DRIVE CAMPUS (TDC)

902 Technology Drive
Ashland, KY 41102

Admissions: 326-2000
Advising: 326-2040
Bookstore: 326-2014
Business Office: 326-2013
Career Planning: 326-2199
Cultural Diversity: 326-2422
Disability Coordinator: 326-2051
Financial Aid: 326-2198
Library Services: 326-2169
Security, College Drive: 326-2167
Security, Roberts Drive: 326-2256
Security, Technology Drive: 326-2483
Student Activities: 326-2094
Student Records: 326-2008
Tuition Payment Plan: 326-2088
Veterans Affairs: 326-2424

ACTC Website: www.ashland.kctcs.edu/
KCTCS Website: www.kctcs.edu/
KCTCS Catalog: www.kctcs.edu/student/catalog/
FinancialAidInfo:
http://www.ashland.kctcs.edu/en/Costs_and_Financial_Aid/Financial_ Aid.aspx.
Kentucky Virtual Campus: www.kyvc.org
Voter Registration Forms: online forms are available at:
KY - http://www.elect.ky.gov/register.htm
OH - http://www.sos.state.oh.us/SOS/voter.aspx
WVhttp://www.sos.wv.gov/elections/voter-information-center

WELCOME TO ACTC!

Congratulations on choosing Ashland Community and Technical College as your college! The faculty, staff, and administration stand ready to assist you in your pursuit of higher education, but it's your commitment to adhering to course standards and meeting program requirements that will make you successful. Is all this effort worthwhile? The answer is yes. Whether you have chosen the college as the first two years of your four-year degree or are completing a career-oriented program, you are on your way to joining the ranks of successful technicians and professionals in our community.

College is also about gaining experiences outside the classroom and you will find multiple opportunities to participate in student organizations and activities at Ashland Community and Technical College. This planner will help you set priorities in managing your time and activities.

"Choice, not circumstances, determines your success." – Unknown

Dr. Janie Kitchen

Academic Dean

Welcome to Ashland Community and Technical College. We hope this planner will assist you in organizing your busy schedule and that you will enjoy using it. Hope you have a great year.

Ms. Willie McCullough

Dean of Student Affairs

CHECKLIST FOR NEW STUDENTS

Have you completed these steps for enrollment? Check all that apply:

- **Completed an Application for Admission.**
- **Completed a Placement Test.** Applicants may submit results of the American College Test (ACT). Applicants who have not taken the ACT must complete the COMPASS placement exam.
- **Submitted your Official Transcripts.** Applicants must submit an official high school transcript (with final grades and date of graduation), or an official copy of GED Scores. Applicants must submit official transcripts from all other colleges, or post-secondary schools attended.
- **Applied for, and finalized, Financial Aid and Scholarships.**
- **Submitted documentation of Tuition Waiver, Veterans Education Benefits, and/or External Funds.** (External funds are monies that will be paid by a third party such as external scholarships, WIA, Workers Compensation, Vocational Rehabilitation, etc).
- **Attended New Student Orientation.**
  - Learned about Student Development Programs: Disability Coordinator, Student Support Services and Career Services.
  - Learned about Student Activities.
- **Met with an Advisor.**
- **Registered for Classes/Learned about Withdrawal Procedure.**
- **Activated KCTCS e-mail account. Remember to <u>check it often!</u>**
- **Obtain Student ID/Library Card.**
- **Visited KCTCS self-service Student Center to view online academic and financial records.**
- **Paid tuition, set up a payment plan, or confirmed that adequate financial aid is in place before deadline for payment.**

ACTC ACCREDITATION

Ashland Community and Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of Ashland Community and Technical College.

Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

STUDENT RESPONSIBILITY STATEMENT

It is the **responsibility of the student** to be aware of ACTC and KCTCS regulations and requirements as printed in the KCTCS course catalog, the ACTC Student Planner and the KCTCS Student Code of Conduct.

KCTCS COMPLIANCE WITH REGULATIONS

Ashland Community and Technical College, a member of the Kentucky Community and Technical College System, is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of 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 the Director of Employment, Affirmative Action and Equal Opportunity, Kentucky Community and Technical College System, 300 North Main Street, Versailles, KY 40383. 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 coordinated by the Director of Employee Relations, 300 North Main Street, Versailles, KY 40383.

Questions concerning compliance with regulations may be directed to the Kentucky Community and Technical College System Director of Human Resources, 300 North Main Street, Versailles, KY 40383, (859) 256-3338, or to the Director of the Office of Civil Rights, U.S. Department of Education, Philadelphia, PA.

Ashland 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 Kellie Allen, Human Resources Office, Ashland Community and Technical College, 1400 College Dr., Ashland, KY, (606) 326-2044. Questions about admission to the Kentucky Community and Technical College System should be directed to Willie McCullough, Dean of Student Affairs, Ashland Community and Technical College, 1400 College Drive, Ashland KY 41101, (606) 326-2068. Complaints must be filed with the appropriate office within 180 days from the date of the incident.

ACTC MISSION STATEMENT

Ashland Community and Technical College, a member of the Kentucky Community and Technical College System, is a public, two-year degree granting institution serving Northeast Kentucky with a tradition of accessible, affordable, and quality education and a commitment to meet the academic, workforce training, and lifelong learning needs of its community.

Teach with excellence.

Serve with passion.

Learn for life.

2012-2013 ADMINISTRATION

ACADEMIC ADMINISTRATORS

President (retired June 30, 2012)	Gregory D. Adkins, EdD
Dean of Academic Affairs	Janie Kitchen, DNP
Dean of Administrative Services	W.S."Stu" Taylor, III
Dean of Fiscal Affairs	Karen Blevins
Dean of Institutional Advancement/ Assistant to the President	Louise Shytle
Dean of Student Affairs	Willie McCullough
Dean of Workforce Solutions	Larry Ferguson, PhD
Dean of Institutional Planning, Research and Effectiveness	Steve Flouhouse
Dean of Marketing and Community Relations	John McGlone
Chair of Social Sciences, Education, and Business Technology Division	Molly Webb
Chair of Health Sciences Division	Jennifer Carroll
Chair of Humanities Division	vacant
Chair of Manufacturing, Transportation, and Industrial Technology Division	Richard Burnett
Chair of Mathematics and Natural Sciences Division	Keith Brammell, DMD

PROGRAM/SERVICE ADMINISTRATORS

Associate Dean of Advising	Cristina McDavid
Career Center/Cooperative Programs	Nancy Menshouse
Director of Cultural Diversity	Al Baker
Director of Distance Learning	Chandra Kumar
Director of Library Services	Matthew Onion
Disabled Student Services	Heather Shelton
Financial Aid	Robin Lewis
Information Technology	Farnoosh Rafiee
Institutional Advancement	Frank Salisbury
Lifelong Learning	Karen Coburn
Registrar	Kevin Coots
Ready-to-Work	Regina Twinam
Student Activities	Rae Ann Caldwell
Student Support Services	Megan Horne
Student Success Coordinator	Jennifer Conley

ACTC BOARD OF DIRECTORS

Toni Armstrong
John C. Stewart, Chair
Carl D. Edwards
Ann Brown Perkins
John W. Clark
Marganna C. Phelps
Ramona F. Salyer
Mary Cat Flath, PhD, Faculty Representative
Kathy Riley, Staff Representative
Student Government President, Student Representative

For a listing of Faculty and Staff, see KCTCS catalog. The ACTC website, www.ashland.kctcs.edu/, lists phone numbers and e-mail addresses for all faculty and staff.

ACADEMIC POLICIES

STUDENT LOAD – FULL-TIME STATUS

Full-time student academic status for the fall and spring term is 12 credit hours. Full-time student academic status for the summer term 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 Dean of Student Affairs to carry a maximum of three extra credit hours, provided the total is not in excess of 22 credit hours for the semester.

A student on academic probation shall not take more than 15 credit hours in a semester.

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:

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

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

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

Grade 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.

Grade 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 be obtained by repeating the entire course.

Grade F represents an unsatisfactory grade in a course taken on a Pass-Fail basis. The student who receives a grade of F in a course shall not be eligible to continue into the next sequential course(s). 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.

Grade AU (Audit) has no value in computing grade-point average.

Grade 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 the course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in a change of grade from I to E.

Grade W represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class through the date of mid-term with a W grade. After the date of midterm any student may officially request a W, WP, or WF grade, which may be given at the discretion of the instructor, through the end of the semester.

Grade 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).

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

Audit

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.

Grade-Point Average (GPA)

The grade-point average is the ratio of the total grade points earned to the total credit hours attempted (excluding courses taken on a pass/fail basis and courses with grades of "W" or "I"). Total grade points are derived by multiplying the number of credit hours for the course by the number of grade points assigned to the grade earned: A = 4, B = 3, C = 2, D =1, E = 0.

The GPA on the KCTCS transcript is derived from all courses taken at KCTCS institutions.

Grades For Students Who Withdraw Or Are Dropped

From the end of the drop/add period through midterm of the session, a student may withdraw from a course and receive a W. ACTC Policy for Student Withdrawal from Developmental Courses: If a student wishes to withdraw from a developmental course before midterm, he/she must meet with the developmental course instructor or Division Chair to obtain a signature for withdrawal.

From the first day after midterm until the last day of course work a student may, at the instructor's discretion, withdraw from a course and the instructor will determine if the student may be assigned a grade of "W." The student must initiate the official withdrawal. No grade will be reported for a student who fails to pay registration fees in accordance with established policy or who withdraws by the last day to drop without a grade.

ACADEMIC PROBATION, ACADEMIC SUSPENSION, AND REINSTATEMENT

Grade Point Average (GPA)

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

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 the president's designee may grant an exception based upon an individual's case. A student on academic suspension may not enroll in any courses offered for degree credit by KCTCS.

Reinstatement

A student who has been academically suspended may be reinstated by the 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 has failed 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 after remaining out of the college for at least two 16 week semesters and providing evidence of ability to perform at the level required.

POLICIES RELATED TO GRADUATION

Residency Requirements

At least 25 percent of the approved curriculum credits for an AA, AS, AAS, AAT, diploma, or certificate credential 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 credits from the participating institutions.

For a certificate or diploma, at least 25 percent of the approved curriculum credits must be completed at the college granting the credential.

Students must have a minimum cumulative grade-point average of 2.0 (C) in order to be eligible for graduation.

Assessment

The *ETS Proficiency Profile* is designed to assess general education outcomes in order to improve the quality of instruction and learning. The ETS test focuses on academic skills rather than knowledge developed through general education courses, and provides valuable benchmarking and trend analysis used to document program effectiveness for accreditation and strategic planning. Students applying for a degree or diploma credential are required to complete the ETS test.

WorkKeys is an ACT job analysis system that helps identify the skills employees must have to perform particular jobs effectively. Credential-seeking students in technical programs complete this exam during their last semester of education. Benefits of the testing

include students becoming more employable, demonstrating verified job skills, and possessing relevant and portable credentials.

Graduation Application Deadlines

Students receiving a degree, certificate or diploma **must** fill out an application, available online under Admissions-Graduation Information and turn it in to the Program Coordinator.

- Students receiving a degree in August must fill out and return the application in June.
- Students receiving a degree in December must fill out and return the application in September.
- Students receiving a degree in May must fill out and return the application in February.

STUDENT AND ACADEMIC SUPPORT

ADVISING

Academic/technical program advising, help with transfer planning, and checklists for ACTC associate degree, diploma and certificate programs are available at all three campuses. For additional information, contact 326-2040.

ADULT EDUCATION

The Adult Education Program provides numerous services for adults preparing for college as well as students already enrolled in college who need remediation in basic academic skills. All skill levels of preparation from beginning reading to college preparation are covered through classes, labs, workshops, online classes and distance learning at the Adult Learning Center. Orientation and assessment are required upon entry into the program.

Services provided include:

- College preparation for college bound adults (all ages) who need a refresher in reading, math, grammar and/or writing.
- Assistance with transitioning to college and preparation for the Compass or ACT assessment.
- GED preparation and Official GED Practice Test for college transition.
- English as a Second Language (ESL) for adults whose first language is not English. Preparation for the U.S. Citizenship test and the TOFEL.
- Online programs e.g. ITTS, Pearson MyFoundationsLab and Carnegie Math.
- ACT National Career Readiness Certificate (NCRC) signed by the Governor of Kentucky.

Both day and evening classes are provided. For further information call 606-326-2457 or 326-2437. Visit the program at www.ashlandboydadultedu.com or Facebook:ACTC/Adult Learning Center.

ALERT

ALERT is an early intervention system for students who get into academic difficulty during a semester. If a student is not succeeding in a class, the instructor will submit that student's name to the Student Success Coordinator. The Student Success Coordinator will send a letter to invite that student in to discuss the problem and find ways to address it. Possible intervention strategies include referrals to Student Support Services including tutoring, individual counseling sessions concerning organizational skills and time management, or referrals to the Learning Assistance Center for computer-assisted instruction in basic skills or study skills, and other appropriate referrals. For questions/information, call Jennifer Conley at 326-2149.

BOOKSTORE

Located at the College Drive Campus in the main building, Room 157, phone 326-2014, near the Student Lounge and at the Technology Drive Campus, Room 153. The bookstore is operated by Barnes and Noble. It offers:

- New, used, rental and digital textbooks
- On-line ordering for pickup or delivery
- Study guides, study aids and a wide variety of educational supplies
- Gift items and clothing
- Purchasing of textbooks from students throughout the year
- Special ordering of books (2-3 day delivery time for medical books)
- ACTC Theatre tickets, available two weeks before each production
- Single stamps
- Computer software at academic pricing, online at JourneyEd.com
- Snacks

The bookstore accepts Visa, MasterCard, Discover and American Express.

BOOKSTORE REFUND POLICY

Textbooks may be returned for a full refund in the original form of payment if returned within the first week of class with a receipt. With proof of a schedule change, a full refund will be given in the original form of payment with a receipt during the first 30 days of classes.

Other merchandise may be returned for a full refund in the original form of payment with a receipt. Without a receipt, a merchandise credit will be issued at the current selling price. Cash back on merchandise credits will not exceed $5. All merchandise must be in original condition.

CAREER RESOURCE CENTER

For help making occupational and career management decisions, come to the Career Resource Center, Room G101, College Drive Campus. Services are free to students, graduates, faculty and staff, and include:

- Comprehensive occupational and educational materials such as articles, periodicals, booklets, books, video and audio tapes, computer programs and web sites continually updated to meet the needs of the changing workplace.
- Career and personality assessments of abilities, interests, skills and circumstances which can help determine career and educational paths. The *Do What You Are* career assessment program located on all three campuses is an on-line career assessment resource to help assist in the career decision-making process.
- Resume and interview assistance, relocation advice, and help in researching educational institutions which offer bachelors and advanced degrees.
- Career exploration and personal awareness courses, and a variety of formal and informal programs for students and graduates.

COMPUTER ACCESS CENTER

The Computer Access Center is located in the Goodpaster Academic Classroom Building on the College Drive Campus, room G108 and also on the Technology Drive Campus, room 162. The center is an open computer lab where students may come on their own or on an instructor's recommendation for computerized assistance in reading, writing, math or tutoring in any subject. Assessment of student learning style and study skills is also

available. Students may use the Computer Access Center for any computer assisted project or assignment including e-mail, internet research, word processing and tutorials in many subjects. Individual assistance is always available. The center also proctors exams for online courses. Proctoring is done by appointment only.

Hours for the College Drive Campus Computer Access Center are Monday-Thursday 7:30 a.m. to 7:00 p.m. and Friday 8:30 a.m. to 4:00 p.m.

Hours for the Technology Drive Campus Computer Access Center are Monday-Friday 8:00 a.m. to 4:30 p.m.

For more information, contact Leliah Wheeler, CDC Coordinator @ 326-2206 or Jonathan Toney, TDC Coordinator @ 326-2180.

COUNSELING

On-Campus counseling is available free of charge to all students through a cooperative agreement with the Lindsey Wilson School of Professional Counseling. The counseling is coordinated by Lindsey Wilson counseling graduate students, and offices are staffed on both College Drive and Technology Drive. For additional information, or to request a referral for services, contact Heather Shelton at 326-2051, Heather.Shelton@kctcs.edu or in person–Room 220 Main Building College Drive or Room 157E in the Advising area at Technology Drive.

CULTURAL DIVERSITY

The primary goal of the Cultural Diversity Office is to maintain a campus climate for students, faculty, and staff that is free of discrimination, sexual harassment and all forms of intimidation and exploitation. The office seeks to address issues of campus climate and how diverse groups can learn and live in a pluralistic and multicultural environment. The Office sponsors workshops, programs, and guest lecturers to educate the campus community on issues of diversity. The Cultural Diversity officer also seeks to ensure that the campus complies with all federal and state laws and ACTC policies and procedures and does not discriminate. Students, faculty members, or employees who have questions about issues of diversity are encouraged to contact: Al Baker, Director of Cultural Diversity, 326-2422, Room 156, College Drive Campus or Room 201Q Technology Drive Campus.

DISABILITY SERVICES

The purpose of Disability Services is to promote equal access to programs, activities, and facilities at Ashland Community & Technical College. Our philosophy is to encourage students with disabilities to develop maximum independence and skills of personal empowerment. The Disability Services unit ensures equal access to all College programs, opportunities, and activities.

Frequently used services include: sign language interpreting, note taking services, test proctoring and accommodations, audio versions of textbooks, liaison with faculty, academic advising/counseling, parking accommodations, and referral/coordination with outside agencies. However, several other services are available and all services are tailored to individual student needs.

The Disability Services Office is located in Room 220 at the College Drive Campus, Room 157E at the Technology Drive Campus, and serves students on all ACTC campuses. For more information, contact the Disability Services Coordinator, Heather Shelton, at 326-2051 or DSS Office Assistant Lance Frazier at 326-2117. You can also access additional information about Disability Services and download necessary forms needed to apply for assistance at the ACTC website – www.ashland.kctcs.edu under the Student Life section.

EMPLOYMENT SERVICES

Students and graduates seeking part or full-time employment are invited to visit the Job Placement Office, Room G101, College Drive Campus, for information and assistance.

Services include a Jobs Opportunity Board which lists job openings throughout the area, listings of local and national businesses, resume review and job interview preparations, employability skills, enhancement and overall job search assistance.

The office assists students with job application efforts. For more information, see Nancy Menshouse, Job Placement Office, Room G101, 326-2199. Free services can help you:

Select a Career

- Career assessment & planning.
- Computer software on career interests, skills, values.
- Articles, periodicals, books, video and audio tapes.
- Internet capabilities and review sites.

Find a Job

- Computerized resume formatting.
- Video mock interviews.
- Employability skills seminars.
- Posted job openings.
- Placement help while in school and after graduation.
- Career and Job Fairs.

E-MAIL ACCOUNTS/ALSO SEE WEB-BASED SELF-SERVICE

All registered students are required to establish a campus e-mail account. Students will receive all correspondence from Ashland Community and Technical College through this e-mail account.

KINDERCOLLEGE

KinderCollege, a cooperative program offered by the Boyd County Board of Education, is a preschool childcare program for children from infancy through age 4. This on-campus program is offered by ACTC. Sign-up procedures must be completed by parents before they can drop their children off at KinderCollege. For more information, call 326-2108.

Sign-up Procedures: Parents must pre-enroll their children in the KinderCollege before dropping them off. Forms include:

1. An admission form with information on the child and emergency contact numbers
2. A state immunization certificate filled out by the child's physician
3. An authorization for emergency treatment
4. A birth certificate

All forms must be completed and on file before a child can be admitted to KinderCollege.

LIBRARY

Ashland Community and Technical College currently has two libraries for student use, the Joseph and Sylvia Mansbach Library at the College Drive Campus and the Library at the Technology Drive Campus, Room 160.

Services and Resources offered at ACTC libraries:

- **Professional staff** is available at both libraries to assist students with research and other library needs.
- The Mansbach library has a collection of over 50,000 books, 300 periodical subscrip-

tions, 1,000 videotapes and a growing collection of paperbacks, graphic novels and audiobooks. The Technology Drive Library has over 300 books, 30 periodical subscriptions and additional materials for technology programs.

- **Computers.** Both libraries have computers available for student use. The Mansbach Library has a computer lab (12 computers) plus 5 additional computers for quick use. The Technology Drive Library has 10 computers. All library computers are capable of accessing the internet and Microsoft Office Programs.
- **On-line resources** including the library catalog, databases, and a collection of over 50,000 e-books. Most on-line resources are also accessible from home for Ashland Community and Technical College students. Students and ACTC employees may log onto the databases by using their usernames and passwords.
- **The Federal Government Depository Collection** at the Mansbach (College Drive) Library has more than 90,000 documents and maps in paper, microfiche and electronic formats.
- **The Ashworth Learning Disabilities Collection** contains books, periodicals, and video tapes and is located at the Mansbach Library.
- **Contacting the library.** Students are always welcome to use the library during normal business hours. Students may also call, email as_reference@kctcs.edu, or use the library's instant messenger (IM) located on the library's home page.
- **How the library contacts students.** The library may occasionally send students emails, but the library also provides an online newsletter and library blog to keep students informed about library news.

Students need to present their student ID to check out library materials or use library computers. For more information on library hours and materials, call 326-2169 or visit the website,
www.ashland.kctcs.edu/library.

NATIONAL LEAGUE OF NURSING (NLN) - RN TESTING DATES

2012-2013

Sign-up sheets will be available in the Admissions Office
College Drive Campus (Room 214)

September 7, 2012	Friday
September 14, 2012	Friday
October 12, 2012	Friday
November 9, 2012	Friday
December 7, 2012	Friday
January 11, 2013	Friday
January 18, 2013	Friday

All Tests begin at 9:00 AM

Check-in begins at 8:45 AM

PHOTO ID WILL BE REQUIRED

Testing Room: TBA

FEE: $40.00

Payment due upon registration by the following: Cash, Credit Card, Money Order (Payable to Ashland Community & Technical College)

FEE IS NON-REFUNDABLE AND IS NON-TRANSFERABLE TO ANOTHER TESTING DATE

Registration for NLN ends when testing dates are full (40 maximum) or on Friday, 10 working days prior to the exam.

Please sign up early!!!

YOU MAY ONLY TAKE THE TEST ONE TIME DURING THESE TESTING DATES

Testing information may be obtained at http://www.nln.org

Study guide may be obtained in the ACTC bookstore

READY TO WORK

Ready to Work is a partnership between KCTCS and the KY Cabinet for Health and Family Services. Ready to Work is designed to promote the success of low income parents who attend community and technical college in Kentucky. Ashland RTW serves students in Boyd, Carter, Elliott, Greenup and Lawrence counties. RTW's Work & Learn also serves parents enrolled in adult education.

RTW can help students with:

- **Counseling, advising, and mentoring**
- **Referrals to community resources**
- **Job references and referrals**
- **Job readiness, life skills, and academic success seminars**
- **School supplies and personal care items**
- **Resource library and computers**

Students have the opportunity to gain work experience in their field of study on campus and off campus with profit and non-profit employers. Work-study helps prepare students for the workplace and often leads to full-time employment. This income does not reduce their KTAP check.

For additional information, contact Regina Twinam at 326-2216, Room 224, College Drive Campus.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a federally funded program from the U.S. Department of Education and is found on college campuses all across the United States. The overall purpose of SSS is to help students from disadvantaged backgrounds succeed in college. The following students are considered *eligible* for SSS:

- **First-generation** college students (parents earned less than a bachelor's degree)
- **Low-income** college students (one reliable indicator is Pell-eligibility)
- **Disabled** (any student who registers with the Director of Disability Services)
- All first-generation, low-income, and disabled students must also demonstrate **academic need**

The SSS program at ACTC provides a vast array of FREE services to its participants on College Drive and Technology Drive including:

- Individual tutoring (in math especially)
- Ongoing academic advising with 3 full-time advisors
- Assistance with financial aid and financial literacy
- Brief, informal personal counseling and assistance with service coordination, when needed
- Cultural trips and other social engagement opportunities

- Transfer advising and transfer visits to 4-year institutions
- Student success course (GEN 102-special section for SSS participants)
- Additional financial support through grant aid (very specific eligibility requirements)
- Zeta Iota chapter of Chi Alpha Epsilon National Honor Society
- A variety of other campus-based activities that enhance the college experience and promote success

While students may be *eligible* SSS, ACTC is only funded to serve 175 students per year – which is only a fraction of the total population of students who are eligible. Therefore, an application process is in place which begins at the start of the fall term. Interested students should stop by the SSS offices on College Drive (Rooms 217 and 218) and Technology Drive (Rooms 157C and 157D) for an application or call 606-326-2045 for more information.

STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS

Baptist Campus Ministry (BCM)

The BCM is a student led organization that offers a weekly fellowship and devotion time for all students. For more information contact Heather Shelton at 326-2051, Room 220, College Drive Campus or James Jagielo at 326-2196, Room G114C, College Drive Campus.

Chi Alpha Epsilon Honor Society

Open to students in Student Support Services only, this student organization promotes high academic standards, communication among members and to honor academic excellence. For more information contact Megan Horne at 326-2074, Room 218, CDC or Ron McDavid at 326-2075, Room 157C, TDC or Joy Shytle at 326-2120, Room 217 CDC.

Drama Club

The Drama Club is both a working and meeting club. Students work together on theater productions both onstage and backstage and act as a support group of the ACTC Theatre Program. For more information contact Edward Figgins at 326-2073, Room 202, College Drive Campus or Eric Hardin at 326-2204, Room 234, College Drive Campus.

Instrumentation Society of America (ISA-KY-ASH)

The Instrumentation Society fosters advancement in the theory, design, manufacture and use of sensors, instruments, computers and systems for automation and control in a wide variety of applications. For more information contact Robert Chaffins at 326-2478, at the Technology Drive Campus.

Kentucky Association of Nursing Students (KANS)

The KANS is a national pre-professional organization for students interested in nursing or enrolled in the nursing program. The organization's purpose is to help nursing students prepare for the assumption of professional responsibilities. For more information contact Michelle Napier at 326-2011, Room 465C, College Drive Campus or Mary Lou Roark at 326-2464, Room 465D, College Drive Campus.

Kentucky Education Association-Student Program (KEA-SP)

The KEA-SP is a professional association for students preparing to enter the teaching profession. For more information contact Warren Howard at 326-2138, Room 356, College Drive Campus or Beth Waugh at 326-2049, Room 442, College Drive Campus.

Kentucky Energy Club

This club brings together a diverse group of students, faculty, staff, alumni, and industry leaders with the common goal of education and awareness of energy related topics within ACTC, UK, and the State of Kentucky. For more information, contact Doug Keaton at 326-2211, Room 104B, Technology Drive Campus or Timothy McAdams at 326-2481, Room 105G, Technology Drive Campus.

Multicultural Student Organization (MSO)

The MSO enhances the objectives of ACTC and works to develop an inclusive college community. The organization encourages student growth by promoting cross-cultural and racial understanding. For more information contact Al Baker, 326-2422, Room 156, College Drive Campus or Room 201Q, Technology Drive Campus or Nikki Bryant, 326-2261, Room 317D, CDC.

National Technical Honor Society (NTHS)

The NTHS is an educational organization established to honor excellence in workforce education. Members must have demonstrated qualities of scholastic achievement, skill development, leadership, honesty, reliability and good character. Membership is by invitation only. For more information contact Don Tackett at 326-2455, Room 201N, Technology Drive Campus or Lois Limberis at 326-2456, Room 201L, Technology Drive Campus.

Phi Theta Kappa (PTK) - Alpha Omega Gamma Chapter

Phi Theta Kappa is the international honor society for two-year colleges that provides scholarship, travel, leadership, service and fellowship opportunities. Requirements are a 3.25 GPA and 18 credit hours that can be applied toward an associate degree. Membership is by invitation only. For more information contact Dan Bailey at 326-2028 or John Davis at 326-2498, Room 201V, at the Technology Drive Campus or Ashley Skidmore at 326-2202.

Rotaract

Rotaract provides students with opportunities to develop professional and leadership skills, address physical and social needs of their communities and work in cooperation with the local Rotary Club to promote better relationships among all people worldwide. Membership is open to all students between the ages of 18 and 30. Contact Debra Justice, 326-2218, Room 323E, College Drive Campus or Molly Webb 326-2231, Room 201W, TDC.

Skills USA/VICA

Skills USA is a national organization for high school and college students and professional members who are enrolled in technical, skilled and service occupations. Members are eligible to participate in district, state and national competitions. For more information contact your technical program instructor or Doug Vanover, 326-2499, or Mary Lou Wallin at 326-2477, Room 104, at the Technology Drive Campus.

Student Association of Social Workers (SASW)

The SASW provides an organization through which students can further the goals and values of social work, both on campus and in the community. The organization sponsors programs and other activities to enrich the social service experiences of students. Membership is open to Ashland Community and Technical College students and Morehead State University at Ashland students who are pursuing degrees in Sociology, Social Work or Criminal Justice. For more information contact Joy Shytle at 326-2120, Room 217, College Drive Campus.

Student Government Association (SGA)

The SGA provides a representative body that voices the needs, opinions and wishes of the student body. In addition, SGA supports a well-balanced program of activities for the student body and provides opportunities for leadership development. For more information contact Rae Ann Caldwell at 326-2094, Room 156, College Drive Campus or Dan Cooksey at 326-2136, Room 346, College Drive Campus.

FINANCIAL AID

To apply for financial aid to attend ACTC, first complete the Free Application for Federal Student Aid (FAFSA).

To apply electronically:

1. Student and parent (if applicable): first, get a PIN at www.pin.ed.gov.
2. After you obtain your PIN(S), apply at www.fafsa.gov. For school choice, use ACTC's Title IV Code, **001990**. Apply as soon after January 1 as possible for the upcoming award year. For Kentucky residents, apply as soon as possible after January 1. KY CAP awards are made on a first come, first served basis until funds are depleted. Priority deadline for ACTC institutional scholarships for upcoming award year is April 1. ACTC Institutional Scholarship Applications can be found at the followingwebsite, http://www.ashland.kctcs.edu/en/Costs_and_Financial_Aid/Scholarship_Information.aspx.
3. Once you complete and sign the FAFSA (electronically using the PIN or by signature page), your FAFSA generates an Institutional Student Information Record (ISIR).
4. Once ACTC receives your information, we will contact you by mail with further instructions. Then, make an appointment with a Financial Aid Specialist to complete your financial aid file by calling 606-326-2198.
5. Do NOT make corrections to your FAFSA without first consulting a financial aid specialist.

As a NEW student, you must:

- Complete all ACTC admission requirements.
- Be in degree, certificate or diploma status – you MUST have a recognized major offered by ACTC.
- Provide proof of your high school diploma or GED certificate.
- Be a citizen of the United States or an eligible non-citizen.
- If male, be registered with the Selective Service as required.
- Have financial need except for Unsubsidized Federal Direct/Stafford loans.
- Take the COMPASS, ACTC's placement exam.

As a RETURNING/CONTINUING student, you must:

- Be in degree, certificate or diploma status – you MUST have a recognized major offered by ACTC.
- Be making Satisfactory Academic Progress as defined by KCTCS toward your degree, certificate or diploma. Not be in default on any Title IV Loan: Perkins, Stafford, Federal Family Education (FFEL) or Federal Direct, nor have borrowed in excess of limits of Title IV loans.
- Not owe repayment on any Title IV grants or owe a balance to ACTC.
- Have financial need except for Unsubsidized Federal Direct/Stafford loans.
- Apply for financial aid every year.

As a TRANSFER or RE-ENTERING student, you must:

- Complete all ACTC Admission/Re-Admission requirements.
- Provide a high school transcript (official with signature or school seal) or official GED transcript. (Transcripts bearing "Issued to Student" are NOT acceptable.)
- Provide official transcripts from any college, vocational and/or career school you have attended.
- Be in degree, certificate or diploma status – you MUST have a recognized major offered by ACTC.
- Be making Satisfactory Academic Progress as defined by KCTCS toward your degree, certificate or diploma at ACTC.

Until you complete ***all*** of the above requirements, you are not eligible for financial aid. ***Non-degree*** and ***Transient (Visiting)*** students are **not** eligible for financial aid.

STUDENT RECORDS & REGISTRATION

CANCELLATION OF REGISTRATION FOR NON-PAYMENT OF FEES

Students who have not paid their tuition and fees or arranged for a payment plan prior to the first day of classes of the session are subject to having their registration cancelled for nonpayment.

CERTIFICATION OF ENROLLMENT

Enrollment certification forms for veteran's benefits or aid programs may be picked up at the Financial Aid Office. For certification for automobile or health insurance purposes, students should obtain the proper forms from their insurance companies and bring them to the Admissions Office for completion. During peak times there will be a three-day processing time. Students may also print enrollment verifications from their self service account (See Web Based Self Service).

DROPPING AND ADDING CLASSES

If for any reason a student finds it necessary to drop a class (including withdrawal from school) or to add a class, he or she MUST use a drop/add form. **Failure to do so will result in an "E" (failing) grade for the course(s) in question.**

To initiate a drop-add procedure, the student must:

1. Obtain the drop/add form from Admissions Office.
2. Check the list of closed classes to be sure the class to be added is available. Students may only add courses during the first three days of classes of the first week of classes.
3. During the first week of an academic term, a student only needs to see an advisor to withdraw from a class.*
4. Until midterm, a student may withdraw from a class without the instructor's signature. After midterm, only an instructor can approve the dropping of a class and MUST sign the drop form.*
5. Immediately return the completed drop/add form to the Admissions Office. The last day to drop a course each term is the last class day before final exams begin, with forms due that day in Admissions no later than 4 p.m.

*Any student withdrawing from a development course at any time must have the instructor's signature.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of a student's education records. The law applies to all schools which receive funds from U.S. Department of Education programs.

As an ACTC student, you have the right:

1. To inspect and review all education records maintained by the college. (A fee may be charged for copies); and
2. To request that ACTC correct any records believed to be inaccurate or misleading.

Record Disclosure – Generally, ACTC must have written permission from a student before releasing any information from that student's record. However, the law allows

disclosure of student records, without consent, to:

- School's employees with a need-to-know
- Other institutions to which students are transferring
- Parents of dependent students over 18
- Government officials carrying out their lawful functions
- Organizations doing studies for the school
- Accrediting organizations
- People with court orders or subpoenas
- People who need to know in case of health and safety emergencies
- State and local authorities as required by state laws passed before November 18, 1974

"Directory" Disclosure – ACTC may also disclose, without consent, "directory"-type information such as name, address, telephone number, date and place of birth, honors, awards and dates of attendance.

Students may ask for a copy of ACTC's written FERPA policy, ask to see their records, or request that ACTC not disclose directory information by contacting the Admissions Office.

PAYMENTS

Tuition is payable in full the day before the beginning of classes each semester. A payment plan is available. Contact Anna Tolliver, phone 326-2088, in Room 105 at the Technology Drive Campus if interested.

Any student who is delinquent in financial obligations to a college, or any division or organization of a 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 will be referred to the KY Department of Revenue. Please note, referred accounts are subject to collection fees in addition to the amount owed the college and are the responsibility of the delinquent party. The delinquency is also subject to being listed with credit reporting agencies.

REFUNDS

In order for a student to receive a refund, a student must officially withdraw within the refund period specified with this policy. Refunds for sessions varying from the traditional 16-week session 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. See Academic Calendar for refund dates for 2011-2012.

RECEIVING YOUR REFUNDS/DISBURSEMENTS

Kentucky Community and Technical College System has partnered with Higher One to offer students a College refund card with innovative choices for refund/disbursement delivery. Your KCTCS Debit Card will arrive by mail, then choose from one of the refund choices listed below.

1. ACH Transfer to a bank account of your choice (FAST)
2. Easy Refund to the OneAccount (FASTEST)
3. Paper check mailed to you

To learn more visit: kctcsdebitcard.com

TRANSCRIPTS

Students who wish transcripts of their grades be sent to other colleges, organizations or prospective employers should complete a form in the admissions office or the ACTC website requesting that such transcripts be sent.

The first transcript is sent free. For all subsequent transcripts, a fee of $5 will be charged for mailed or picked up transcripts; a $10 fee applies to faxed transcripts. No transcript will be sent to any person or organization without the expressed written consent of the individual student.

WEB-BASED SELF-SERVICE/ALSO SEE EMAIL ACCOUNTS

You can print out your grades and schedule, pay your tuition and fees, register for classes, view financial aid information or access your student e-mail. You can do it all on line. Visit the website: www.ashland.kctcs.edu/ and follow directions for establishing and accessing your student e-mail account.

HEALTH AND SAFETY

Additional information and counseling resources may be obtained from your local health department.

BLOOD BORNE PATHOGENS (HEPATITIS B AND HIV)

Blood borne diseases are pathogenic microorganisms that exist in blood and other body fluids, and can cause disease in humans. They include HIV and HBV. Both diseases can be fatal, and both can be avoided by observing the concept of Universal Precautions.

The blood borne pathogen standard was put into effect by the Occupational Safety and Health Act of 1970 and designed to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens. The blood borne pathogen standard was put into effect by the Occupational Safety and Health Act of 1970 and designed to eliminate or minimize occupational exposure to hepatitis B virus, (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens. The complete regulatory text can be viewed at: www.osha.gov/SLTC/bloodbornepathogens/standards.html.

Some populations identified at risk include workers in healthcare facilities, funeral homes, construction and industrial facilities, research laboratories, linen services, and law enforcement agencies.

ACTC has trained First Responders in each building for assisting in medical emergencies or possible contamination sources.

- If a student notices or is involved in any possible contamination (blood or body fluids), notify an instructor immediately.
- Under no circumstances will a student be involved in clean-up of a possible contaminated area.
- Only a trained technician should administer first aid and CPR.

Heed These Warnings

- Only trained individuals (**never a student)** will be involved in clean-up of possible contaminated area!
- Cover cuts, rashes, and broken skin on your hands prior to clean-up of body fluids.
- Wash hands and exposed skin with soap and water immediately after exposure to infectious materials or after taking off gloves or other personal protective equipment.
- Use antiseptic cleaners or towelettes only if washing facilities are not available.
- Do not keep food or drink in work areas with exposure potential. Do not eat, drink, smoke, or apply cosmetics or lip balm, or handle contact lenses in work areas with exposure potential.
- OSHA requires containers of potentially infectious materials to be red in color or labeled clearly in orange or orange-red with the biohazard symbol, or both.
- Please protect yourself.

- Wear rubber gloves and eye protection during the clean-up process.
- Restroom custodial should use caution in handling disposed materials, and always wear rubber gloves during regular cleaning of the room.
- Only those persons trained in hazardous material clean-up shall clean up blood spills or body fluids – ***never a student.***

HEPATITIS B FACTS (FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION)

Signs and Symptoms

About 30 percent of infected persons have no signs or symptoms. Signs and symptoms are less common in children than adults, and include:

- Jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, joint pain.

Cause

Hepatitis B virus (HBV).

Long-Term Effects without Vaccination

Chronic infection occurs in:

- 90 percent of infants infected at birth;
- 30 percent of children infected at age 1 - 5 years;
- 6 percent of persons infected after age 5 years.
- Death from chronic liver disease occurs in:
- 15-25 percent of chronically infected persons.

Transmission

Occurs when blood from an infected person enters the body of a person who is not infected. HBV is spread through having sex with an infected person without using a condom (the efficacy of latex condoms in preventing infection with HBV is unknown, but their proper use may reduce transmission), by sharing drugs, needles, or "works" when "shooting" drugs, through needlesticks or sharps exposures on the job, or from an infected mother to her baby during birth.

Persons at risk for HBV infection might also be at risk for infection with hepatitis C virus (HCV) or HIV.

Risk Groups

- Persons with multiple sex partners or diagnosis of a sexually transmitted disease;
- Men who have sex with men;
- Sex contacts of infected persons;
- Injection drug users;
- Household contacts of chronically infected persons;
- Infants born to infected mothers;
- Infants/children of immigrants from areas with high rates of HBV infection;
- Health care and public safety workers;
- Hemodialysis patients.

Prevention

- Hepatitis B vaccine is the best protection.
- If you are having sex, but not with one steady partner, use latex condoms correctly and every time you have sex. The efficacy of latex condoms in preventing infection with HBV is unknown, but their proper use may reduce transmission.
- If you are pregnant, you should get a blood test for hepatitis B; Infants born to HBV-infected mothers should be given HBIG (hepatitis B immune globulin) and vaccine within 12 hours after birth.
- Do not shoot drugs; if you shoot drugs, stop and get into a treatment program; if you can't stop, never share drugs, needles, syringes, water or "works," and get vaccinated against hepatitis A and B.
- Do not share personal care items that might have blood on them (razors, toothbrushes).
- Consider the risks if you are thinking about getting a tattoo or body piercing. You might get infected if the tools have someone else's blood on them or if the artist or piercer does not follow good health practices.
- If you have or had hepatitis B, do not donate blood, organ, or tissue.
- If you are a health care or public safety worker, get vaccinated against hepatitis B, and always follow routine barrier precautions and safely handle needles and other sharps.

Vaccine Recommendations

The hepatitis B vaccine has been available since 1982. Routine vaccination of 0-18 year olds is encouraged, as is vaccination of risk groups of all ages.

GUIDELINES: HIV/AIDS

Introduction – The reality of Acquired Immune Deficiency Syndrome (AIDS) creates a profound public health problem around the world, which can no longer be ignored.

The medical, legal and ethical issues facing society are of equal concern to America's colleges and universities. The predicted spread of the AIDS virus carries with it the potential for work and class disruption, morale problems, discrimination suits and extraordinary dollar outlays for health care.

Involved are such issues, as medical, legal, benefits, employee relations, student concerns, affirmative action, employee assistance and safety.

A rational approach to the AIDS issues requires full and accurate information for policy development, effective systems for educating students and campus personnel, and flexibility in dealing with the multitude of human relations concerns which are involved.

Education: A Priority – A major priority of colleges and universities in regard to the AIDS epidemic is education. Because AIDS is spread by certain chosen behaviors, because the disease is still considered to be fatal, because therapies are not curative and because a vaccine is not yet available, the most important goals are to prevent the spread of the disease, to minimize fear and hysteria in the higher education community and to help people respond in reasonable ways to HIV infection and to the people who have it.

General Information – AIDS is caused by a breakdown of the body's defense system, producing susceptibility to certain diseases characterized by a spectrum of disorders and systems. People with AIDS suffer from unusual, life-threatening infections and/or forms of cancer.

Just because someone has been exposed to the virus that causes AIDS does not mean that they have AIDS or the illness associated with AIDS. Currently:

- Approximately 900,000 people in the U.S. are HIV-positive.
- Approximately 774,467 people in the U.S. have AIDS.
- AIDS remains the second leading cause of death in adults between the ages of 29-40 years.
- Women represent 17% of all people in the U.S. with AIDS; minorities represent 63%.
- 7,000-8,000 children in the U.S. have AIDS.

Anyone who has been infected with the virus or who has had a positive blood test for AIDS is considered to be infectious to other people.

The AIDS virus is not easy to transmit. The Human Immunodeficiency Virus (HIV) that causes AIDS is very fragile, and there is no evidence that AIDS can be transmitted by casual contact.

Many of the early symptoms of AIDS and HIV disease are similar to those of illnesses such as the flu. Some symptoms of HIV infection may include the following:

- Persistent, excessive tiredness for no apparent reason;
- Recurring fevers, chills or night sweats;
- Unexplained weight loss of more than 10 pounds;
- Persistent enlargements of the lymph nodes (glands) in the throat, neck or armpits;
- Sore throat that does not go away or white spots or patches in the mouth;
- A new, persistent cough;
- Persistent diarrhea;
- Pink or purple bumps or blotches on the skin.

While these symptoms may be indicative of an HIV infection, an antibody test is necessary for an accurate diagnosis. People infected with HIV may remain symptom-free and healthy for eight or nine years or longer. However, they can still infect others.

HIV is Not Transmitted By – People with HIV infection in any stage present no danger to classmates, roommates, or those with whom they eat, sit, swim or share a bathroom. Objects touched or handled by HIV infected people are not contaminated and should not be feared. There is no need for concern about the safety of swimming pools, whirlpools, saunas, telephones or telephone booths.

HIV cannot be transmitted by coughing, sneezing or handling food. Anyone living with a person who has HIV in any stage is at no risk for getting HIV unless engaging in HIV transmitting behavior. You are not now, or have you ever been, in danger of getting HIV from donating blood at a blood bank.

HIV is Transmitted By – HIV is transmitted by sexual contact (involving the exchange of body fluids such as semen and vaginal secretions), exposure to contaminated blood and from a mother to her unborn child. Fluid containing the HIV virus may enter the body if skin is broken by injury or needle.

Risk Reduction Information – The following risk reduction information and guidelines are based on recommendations provided by the American College Health Association. Behaviors that increase risk for exposure to HIV include:

- Anal, vaginal and oral sex with an infected person;
- Sharing needles or syringes with an infected person;
- During pregnancy, birth or breast feeding from an infected mother;
- Any activity in which there is a transmission of blood, semen or vaginal fluids from an infected person into the blood of another person.

Reduce Risk By

- Choosing to refrain from sexual activity.
- Remaining within a monogamous relationship with an uninfected partner when you become sexually active.
- Using latex condoms with a spermicide and a water-based lubricant during sex.
- Avoiding any injury to body tissue during sex.
- Not injecting drugs or sharing needles.
- Mixing alcohol or other drugs with sexual encounters may affect one's judgment, thus increasing one's risk.

If you need more information call:

- Kentucky HIV/AIDS Program (Voice/TTY) 502-564-6539 or 1-800-420-7431
- The National AIDS Hotline 1-800-CDC-INFO
- Your local health department's HIV/AIDS Coordinator
- www.AIDS.gov or www.cdc.gov/hiv

MEASLES

The Centers for Disease Control and Prevention has concluded that a booster of measles vaccine is needed to provide immunity. It states that all students entering post high school institutions should be required to provide proof of natural measles or two immunizations.

CRIME AWARENESS AND CAMPUS SECURITY

Your time on campus should be safe and enjoyable. This information has been prepared to meet the requirements of the Crime Awareness and Campus Security Act of 1990 and to offer suggestions on how to protect your property and safeguard yourself while on our campus.

As on all college campuses, ACTC does have incidents of crime. Crime reduction requires the continued active support of the entire college community. By taking certain precautions, criminal acts can be eliminated. Please work with ACTC to achieve this goal.

Campus Security – Through a contractual agreement with the Boyd County Sheriff's office, a deputy sheriff serves as the coordinator of safety and security at ACTC. He manages the contracted security force and provides a presence as a police officer at each campus.

Campus Law Enforcement – All ACTC employees are responsible for enforcing college policies as presented in the KCTCS College Code of Student Conduct.

Reporting and Recording Crime – All criminal matters occurring on campus should be reported to the Ashland Police Department or the Boyd County Sheriff's Office. The police will provide ACTC with criminal incident reports so that we can comply with the reporting requirements of the Crime Awareness and Campus Security Act of 1990.

Thefts and burglaries make up the majority of campus criminal activities. Safeguard yourself and protect your belongings by using common sense and taking appropriate precautions.

Basic Safety Sense:

- Stay alert and tuned in to your surroundings.
- Send the message that you are calm, confident, and know where you are going.
- Trust your instincts.
- Know the neighborhoods where you work and live.
- Don't walk through wooded areas, parking lots, alleys, or shortcuts.
- Try to use automated teller machines in the daytime.
- Have your keys in hand before reaching the door.
- Always roll up car windows and lock doors.
- Avoid parking in isolated areas.
- Don't pick up hitchhikers.

SNAP

Students, faculty, staff and area residents can receive SNAP text alerts about ACTC

campus emergencies. The System Notification Alert Process (SNAP) provides text message notification of a school closing, emergencies or dangerous situations such as bomb threats, terror threats, gunman on campus or severe weather. SNAP works for any mobile phone that accepts text messaging. SNAP is offered through the Kentucky Community and Technical College System. To register your mobile phone number, go to: KCTCS.edu/snap.

DRUG-FREE INSTITUTION

Ashland Community and Technical College is committed to providing a healthy and safe environment for its students, faculty and staff. The college has defined conduct in relation to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. This includes proper possession and use of prescription medications. In accordance with Kentucky law, all prescription medications in an individual's possession while on campus must be in the original, individual prescription container with formal prescription label indicating the medication therein, and to whom it is prescribed. Multiple medications may not be mixed in a singular container, but should be kept in separate original bottles with appropriate labeling.

Conduct which violates this definition poses unacceptable risks and disregard for the health, safety, and welfare of members of the college community and shall result in disciplinary action up to and including suspension or termination.

As a recipient of federal grants and contracts, Ashland Community and Technical College gives this notice to students, faculty and staff that it is in compliance with and shall continue to be in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Students, faculty and staff are herein notified of the standards of conduct which shall be applicable while on Ashland Community and Technical College property.

MENTAL HEALTH AND SUBSTANCE ABUSE RESOURCES

Using drugs (both illegal and legal) can lead to abuse, addiction, serious health problems, and even death. To learn more about the adverse effects of drugs and other substances, go to the Drug Enforcement Administration's website at http://www.justthinktwice.com.

Counseling services are available off campus through Pathways. With more than 50 facilities in a ten-county region, Pathways provides services for mental health care, drug and alcohol addiction, and care of those with mental retardation or developmental disabilities.

24 Hour Help Line:
606-324-1141 (Ashland)
1-800-562-8909 (Outside Ashland)

Crisis Unit – 24 Hours
201 22nd Street
Ashland, KY 41101

Counseling services are available on campus at both College Drive and Technology Drive through a cooperative agreement between ACTC and the Lindsey Wilson School of Professional Counseling. All services are free of charge and confidentiality is maintained. Students wishing to utilize counseling services must simply meet with Heather Shelton, who is the designated ACTC staff member handling referrals. Referred students are contacted directly by Lindsey Wilson counseling staff to set up an appointment convenient to their schedules. For further information or to request a referral, please contact:

Heather Shelton
College Drive: Main building - Room 220
Technology Drive: Counseling area – Room 157E
Phone: (606) 326-2051
Email: Heather.Shelton@kctcs.edu

EMERGENCY PROCEDURES

Fire Alarms – If the fire alarm sounds, everyone should walk immediately to the nearest exit and move approximately 200 feet away from the building. Remember to use stairways, **not** the elevators. Do not reenter the building until fire fighters or ACTC staff indicates it is safe to do so. Each student is responsible for becoming familiar with exit locations.

Tornado Warning/Other Emergencies – If a tornado warning is given over the public address system, everyone in the building should proceed at once to the basement or to an interior wall without windows. For other emergencies announced over the PA system, specific instructions will be given and should be followed immediately.

Medical Emergencies – In case of a serious accident or illness, notify Student Services, or ask a faculty or staff member for help and notify Student Services. Since there is no health service on campus, students who become ill may ask Student Services to notify a relative or friend or call an ambulance. For students too ill to make a request, an ambulance will be called. If an ambulance is called, the student will be responsible for any resulting ambulance and/or medical fees.

HARASSMENT-FREE EDUCATION

The primary goal of the Cultural Diversity Office is to maintain a campus climate for students that is free of discrimination, sexual harassment and all forms of intimidation and exploitation. Discrimination in the form of harassment on the basis of race, sex, ethnicity, national origin, sexual orientation, religion, age, disability, or marital or veteran status will not be tolerated.

The office seeks to ensure that the campus complies with all federal and state laws and ACTC policies and procedures and does not discriminate. Persons who believe that they have been discriminated against or harassed under these policies should report their concerns to the EEO officer for students, Dean Willie McCullough, Room 226 at the College Drive Campus or Room 101E at the Technology Drive Campus. Concerns and complaints can also be discussed with the appropriate supervisor, dean, director, or department chair.

A Special Note on SEXUAL HARASSMENT

A student should be free of sexual harassment by Ashland Community and Technical College faculty, staff, supervisors, employees, and students. 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. Persons who believe that they have been harassed should report their concerns to the EEO officer for students, Dean Willie McCullough, Room 226 CDC or Room 101E TDC.

INCLEMENT WEATHER POLICY

As a general rule **the College will try to avoid canceling classes because of inclement weather.** In the event that weather conditions do necessitate a closing, the following procedures shall be followed:

- Announcements will be made on all area television stations, including WSAZ-3; WCHS-9, WVAH-11, WOWK-13, and radio stations, WCMI, WTCR, WOKT, WLGC, WGOH, WSAC, WMKY, WEMM, WKEE, WRVC, WXVK, WKLC,

WIRO, WPAY, WMOR, WZZW, WHRD, WDGG, WRVZ and WMLV.

- In the event of an overnight snowfall, an announcement will be made as early as possible in the morning.
- An announcement will also be made on the main College telephone system – (606) 326-2000 or (800) 928-4256.

ACTC serves a large geographic area and weather conditions will be different in different areas. If weather conditions prevent a student from attending class when the college is open, faculty will work with the student on missed assignments. The personal safety of all students, faculty and staff is the first priority.

Evening Students (off-campus): Any cancellation of on-campus evening classes will apply as well to the off-campus locations. Consequently, when on-campus classes meet, so will classes at the off-campus sites.

NO WEAPONS ALLOWED ON CAMPUS

Weapons, including concealed weapons, are not permitted on the ACTC campus. The "Concealed Weapons Bill" passed by the Kentucky legislature grants colleges the right to prohibit the possession of deadly weapons on campus.

FACILITIES

FOOD SERVICES

Giovanni's Pizza is located in the Student Lounge (1st floor main building) of the College Drive Campus. Breakfast is served weekdays from 7:30 to 10 a.m. and pizza, sandwiches, and salads from 10 a.m. to 5 p.m. Monday through Thursday, and until 1 p.m. Friday.

The Student Lounge also has vending machines, microwave ovens and an ATM machine. Additional snack and beverage vending machines are located near the main entrance of the Learning Resource Center, second floor of Main Building and at the end of the hall on the 1st floor of the Goodpaster Building.

The Culinary Arts department is located in Rooms 134/135 at the Technology Drive Campus. Vending machines are also available at the Technology Drive Campus as well as an ATM.

PARKING

Student parking spaces are available on a first-come, first-serve basis. A parking tag is not required for any campus.

ACCESSIBLE PARKING REGULATIONS

Disability Services at Ashland Community and Technical College follows these established procedures to help ensure accessible parking for all qualifying students:

- To apply for a permit, students must complete an ACTC Accessible-Parking Application and provide copies of their state-issued handicap registrations to the Office of Disability Services along with a photo ID that verifies that they are the individual to whom the tag was issued.
- If students have the appropriate documentation, they will be issued an ACTC parking tag to be displayed when parking on any ACTC campus. Each tag will have a designated sticker indicating the semester of issue.
- The student is required to return to Disability Services ***each semester*** to receive a new verification sticker for the parking tag.
- Once copies of a student's registration are on file, the Disability Services Office can refer to these documents each semester until they expire.
- If a student's state-issued handicap registration expires during the course of a semester, the student must bring in a copy of a new registration to Disability Services to update their file.
- Students who fail to display an ACTC parking tag will be ticketed by ACTC security, and those who ignore repeated ticketing may be subject to towing at the owner's expense.

PARKING VIOLATIONS

State and City Violations

- Handicap space without permit – $250 payable to City of Ashland (at College Drive Campus).
- Parking in fire lane – $25 payable to City of Ashland (at College Drive Campus).

ACTC Violations – All fines are $10. Towing is in effect:

- Parking in No Parking space;
- Parking within yellow lines;
- Parking in designated or assigned spaces;
- Blocking driveway or access;
- Blocking other vehicles;
- Parking in two spaces;
- Failure to register state handicapped parking tag.

TOBACCO FREE INSTITUTION

Ashland Community and Technical College is a tobacco free institution. No consumption of tobacco or e-tobacco products will be allowed on any college property or in any college facility. However, at this time tobacco use is permitted inside the closed passenger compartment of a vehicle. Students who do not comply with this policy will be subject to a fine and repeated offenders will be subject to sanctions of the Student Code of Conduct, Article III, Section 3.3.

TELEPHONES

Pay phones are located between the first and second floors on the stairwell near the main entrance of the College Drive Campus. A courtesy phone is located in the main lobby of the Roberts Drive Campus.

ACTC STUDENT DISCRIMINATION GRIEVANCE PROCEDURE

For Ashland Community and Technical College, Dean Willie McCullough is the Equal Employment Opportunity (EEO)/Diversity Coordinator who is responsible for investigating student grievances. Concerns should be addressed to:

Willie McCullough, Dean of Student Affairs
Ashland Community and Technical College
1400 College Drive
Ashland, KY 41101

The phone number is (606) 326-2068. Students who feel they have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, disability, age religion, beliefs, political affiliation, or veteran status have the right to pursue an informal and/or formal grievance.

Informal Procedure

Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the EEO/Diversity Coordina-

tor.

1. If a student feels that he/she has been discriminated against, the student shall bring the problem to the attention of the EEO/Diversity Coordinator within five (5) business days of learning of the cause for the grievance. The coordinator will conduct a preliminary investigation of the grievance.
2. The student, EEO/Diversity Coordinator, and other involved parties will work informally to negotiate a solution within five (5) business days. The informal procedure should be completed in approximately ten (10) business days from learning of the cause of the grievance.
3. If the grievance cannot be satisfactorily resolved by working informally, the student may proceed within five (5) business days to file a written grievance through the Formal Procedure.

Formal Procedure

Step 1

A. Within fifteen (15) business days of learning of the cause of the grievance, a student will file written notice with the EEO/Diversity Coordinator. The student may use the grievance form, which is available from the EEO/Diversity Coordinator or from the ACTC website: www.ashland.kctcs.edu/current/student_policies.htm. The written notice shall identify the nature of the alleged discrimination, the date(s of occurrence, and the desired result, and shall be signed and dated by the student filing the grievance.

B. As soon as possible, the EEO/Diversity Coordinator will initiate an adequate, reliable, and impartial investigation of the grievance.

C. Within ten (10) business days of receiving the student's written notice, the EEO/Diversity Coordinator shall respond in writing to the student. The response shall summarize the course of the investigation and determine the validity of the grievance and the appropriate resolution.

Step 2

A. If the student is not satisfied with the coordinators' response, the student may appeal in writing to the College CEO (or designee) within five (5) business days of the Step 1 response. The Step 2 appeal must contain all written documentation from Step 1 and the student's written reasons for not accepting the coordinator's response.

B. Within seven (7) business days from receiving the written Step 2 appeal, the College CEO (or designee) will respond in writing to the student as to the action to be taken.

Step 3

If the grievance is not resolved to the satisfaction of the student, the student may file and appeal according to the KCTCS Code of Conduct Section 1.2.8.1

The deadlines established in this procedure may be waived in exceptional circumstances by the College CEO.

INTELLECTUAL PROPERTY RIGHTS

According to KCCS policy 3.3.5, Intellectual Property, "As a general policy, KCTCS has exclusive ownership of inventions, patents, curricula, instructional devices, computer software, books, and other materials developed in whole or in part by faculty, staff, or students in the course of their regular KCTCS employment (including paid sabbatical leaves) or through the use of KCTCS funds, facilities or equipment. Any member of the faculty, staff, or student body who produces such intellectual property using KCTCS funds, facilities or other resources shall assign personal rights to the property to KCTCS, but shall retain an interest in and a right to share in any financial returns from the commercialization of the property."

It is the specific policy of KCTCS that the traditional products of scholarly activity, such as journal articles, textbooks, reviews, monographs, works of art, sculpture, music, and course materials (for example, syllabi, workbooks, and laboratory manuals), shall be the unrestricted property of the author. KCTCS will exert no ownership claim of such works. A Standing Committee on Intellectual Property, appointed by the KCTCS President and including KCTCS legal counsel and representation from KCTCS faculty, staff, and students, will administer the policy and oversee implementation of the procedures.

KCTCS STUDENT CODE OF CONDUCT

To view in its entirety go to: http://www.KCTCS.edu/student/code.htm

ARTICLE II

ACADEMIC POLICIES AND PROCEDURES

2.1 Academic Honesty Policy

The KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students (section 2.2) and student offenses (section 2.3).

A reference to where a student can find information about academic rights and academic offenses and the student's right to appeal shall be included in the course syllabus.

2.2 Academic Rights of Students

When a student believes any of the following six academic rights have been violated, he/she should refer to section 2.4.1.1 for information on the Student Appeals process.

2.2.1 Information about course content. A student has the right to be informed in reasonable detail in writing by the first or second class session, or in the introductory materials for a distance learning course, about the nature of the course and to expect the course to correspond generally to its official description.

2.2.2 Information about course grading criteria. A student has the right to be informed in writing by the first or second class session, or in the introductory materials for a distance learning course, about the criteria to be used in evaluating the student's performance, a course grading system that includes specific expectations with relative weights, and to expect that the grades described in the *KCTCS Catalog* will be used.

2.2.3 Contrary opinion. A student has the right to take reasoned exception to the data or views offered in the classroom and laboratory without being penalized. A student may appeal the fact of guilt for all three faculty sanctions listed in 2.3.2.1. Also, a student may appeal the severity of the sanction of a failing grade for the course.

2.2.4 Academic evaluation. A student has the right to receive a grade based only upon a fair and just evaluation of performance in the course as measured by the standards presented at the first or second class session or in the introductory materials for a distance learning course. Grades determined by anything other than the instructor's good-faith judgment based on such standards are improper. Among irrelevant considerations are race, color, religion, gender, disability, national origin, political affiliation, sexual orientation, or activities outside the classroom that are unrelated to the course work.

2.2.5 Academic records. A student has the right to have academic records kept confidential unless the student consents in writing to have them released. The chief

executive officer or designee may disclose the academic record of a student without the student's consent to authorized college personnel if the information is required for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations.

2.2.6 Evaluation of student character and ability. A student has the right to have character and ability evaluated only by individuals with a personal knowledge of the student. Records containing information about a student's character and ability shall indicate when the information was provided, by whom, and the position of the individual providing the information.

2.3 Student Academic Offenses And Academic Sanctions

When a student is believed to be guilty of any of the following four academic offenses, information concerning disposition of the case by the college and responsibilities of college personnel can be found in sections 2.5.2.1 through 2.5.2.3.

2.3.1 KCTCS Academic Offenses:

2.3.1.1 Plagiarism. Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were ones own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course.

Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic.

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

2.3.1.2 Cheating. Cheating includes buying, stealing, or otherwise obtaining unauthorized copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in-class work, cheating includes having unauthorized information, and/or referring to unauthorized notes or other written or electronic information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.

2.3.1.3 Student Co-Responsibility. Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.

2.3.1.4 Misuse or Student Falsification of Academic Records. The misuse or actual or attempted falsification, theft, misrepresentation, or other alteration of any official academic record of the college is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete academic record.

2.3.2 Academic Sanctions/Penalties of Students (Academic Offenses). Academic penalty shall not be imposed upon the student for non-academic infractions of college regulations. This principle does not compromise the right of the college to suspend or dismiss a student for non-academic reasons.

2.3.2.1 Faculty Academic Sanctions (pertaining to sections 2.3.1.1 to 2.3.1.3)

For instances of academic dishonesty related to earning grades (violations 2.3.1.1 – 2.3.1.3), the instructor may implement any of three sanctions:

A. a failing grade for the specific assignment; and/or

B. a reduced grade for the course; and/or

C. a failing grade for the course.

The specific sanction depends upon the weight of the assignment in satisfying the requirements for the course.

If an instructor chooses the sanction which assigns a failing grade for the course, the instructor shall notify the division chair, the chief executive officer or designee, and the registrar. For more information about the role of college personnel in the process, refer to section 2.5.2.

2.3.2.2 Other Academic Sanctions (pertaining to sections 2.3.1.4 and 2.3.2.1)

The instructor may also recommend that the student be suspended for any academic offenses (as defined in sections 2.3.1.1, 2.3.1.2, or 2.3.1.3).

Any student found guilty of a second academic violation shall be expelled from the college and shall not be allowed to enroll at any of the other KCTCS colleges for one academic year.

The minimum sanction for misuse or falsification of an academic record (violation 2.3.1.4), including the omission of information or attempted falsification or other misuse of academic records as described in section 2.3.1.4, is suspension for one semester.

2.4 Student Appeals And Responsibilities

2.4.1 Student Responsibilities:

2.4.1.1 Responsibility Involving Academic Rights of Students (section 2.0). When a student believes his/her academic rights have been violated, the student shall report the matter in writing to the appropriate division chair* as soon as possible and no later than ten calendar days after the first class day of the following semester. The student shall specify which right(s) enumerated in Section 2.2 have been violated. This letter is the formal notification that begins the appeals process. At this point, the division chair tries to resolve the case. If the case is not resolved within fifteen (15) calendar days, the division chair will refer the case to the chief executive officer.

If the student does not accept the decision of the chief executive officer or designee, the student has ten calendar days to request in writing a hearing before the College Appeals Board. (Refer to sections 2.6, 2.7, and 2.8.for Appeals Board responsibilities, authority, and composition.) No new matter may be appealed which was not identified by the student in the original appeal to the division chair.

Please refer to flowchart: Appeals in Cases of an Alleged Violation of Student Academic Rights Figure 1)

2.4.1.2 Responsibility Involving Academic Offenses (section 2.3)

When a student is believed to be guilty of any of the four academic offenses (2.3.1.1 – 2.3.1.4), a student will find information concerning responsibilities of college personnel in section 2.5.2.

In case of an alleged academic offense (section 2.3.1) by a student, the instructor shall notify the student in writing, explain the sanction to be implemented, and inform the student of her/his rights to appeal.

The student shall have ten (10) calendar days from the date of submission of the instructor's notification in which to appeal in writing to the instructor's division chair.* The student may appeal the fact of guilt for all three faculty sanctions listed in section 2.3.2.1 and other academic sanctions in section 2.3.2.2. The student may appeal the severity of the academic sanction which assigns a failing grade for the course.

Refer to flowchart: Appeals In Cases of an Alleged Student Academic Offense (Figure 2)

2.4.2 Student Rights During the Appeals Process (Academic Rights/Academic Offenses):

In cases of academic rights and academic offenses, the student shall have the right of class attendance and participation during the consideration of any appeal except that such attendance and participation may be limited when:

a. Outside agencies are used as a part of the student's educational experience, in which case precedence will be given to the terms of any agreement(s), which have been negotiated between the college and the agency; or
b. Patient/client contact is involved in the student's educational experience, in which case only patient/client contact may be limited or excluded at the discretion of program faculty.

If the appeal is decided in the student's favor, the college must provide an opportunity for the student to complete any essential experiences missed due to the appeals process.

2.5 <u>Disposition of Alleged Violations of Student Rights/Academic Offenses of Students</u>

2.5.1 In Cases Involving Alleged Violations of the Academic Rights of a Student (2.2):

2.5.1.1 Responsibility of the Division Chair*

The division chair shall attempt to resolve all cases of student appeal to the satisfaction of the student and the instructor. If the division chair cannot resolve the matter within fifteen (15) calendar days after the appeal is filed, the division chair shall refer the matter to the chief executive officer or designee, and shall notify in writing the student, instructor, and chief executive officer.

2.5.1. 2 Responsibility of the Chief Executive Officer

If the chief executive officer or designee is unable to resolve the matter to the satisfaction of the instructor and student, the chief executive officer or designee shall notify the student, instructor, and division chair in writing within ten calendar days of the date on which the case was forwarded by the division chair. The chief executive officer or designee shall also notify the student of the next step to appeal the decision to the College Appeals Board.

2.5.2 In Cases Involving Alleged Student Academic Offenses (section 2.3):

2.5.2.1 Responsibility of the Instructor

Within ten (10) calendar days of the occurrence of an alleged student academic offense, the instructor shall submit in writing to the division chair* a description of the activity that resulted in the accusation of academic dishonesty and the sanction implemented when a failing grade is assigned. (Copies of letters shall be forwarded to the chief academic and student affairs officers.)

An instructor shall notify the student in writing of the academic offense, explain the sanction, and inform the student of her/his right to appeal the fact of guilt and/or severity of the sanction when a failing grade is assigned.

If the student appeals the severity of the sanction and/or the fact of guilt, the instructor may confer with the appropriate division chair* to determine appropriate sanctions for the student. All academic misconduct actions must be reported to the chief academic officer for record keeping purposes.

2.5.2.2 Responsibility of the Division Chair*

The division chair shall attempt to resolve all cases referred by student appeal to the satisfaction of the instructor and the student. If the division chair upholds the decision of the instructor, the student may appeal, in writing, within ten (10) calendar days of notification of the division chair's decision, to the chief executive officer or designee.

2.5.2.3 Responsibility of the Chief Executive Officer

Upon reviewing the basis of the student appeal, the chief executive officer or designee should attempt to resolve the case. If not resolved, the chief executive officer must refer the case to the College Appeals Board within 10 calendar days.

2.6 <u>College Appeals Board Responsibilities</u>

2.6.1 Responsibility in Cases Involving Academic Rights of a Student (section 2.2):

Within ten calendar days of receipt of a student request for a hearing, the Chair of the Appeals Board will convene the Board to determine if the alleged offense falls within section 2.2, and if the student's appeal falls under the authority of the Appeals Board. If the offense does not fall within this section, the Chair of the Appeals Board shall notify the student and appropriate college officials within four calendar days after the Board's determination. The notice shall contain the reasons for the Board's denial of the student's request for a hearing.

If the Appeals Board determines that the alleged offense falls within Section 2.2, and that the student's appeal falls under the authority of the Appeals Board, then within five calendar days the Chair of the Appeals Board shall invite the instructor, division chair, and chief executive officer to file statements with the Appeals Board. Such statements shall be filed within ten calendar days after the receipt of the invitation. Within ten calendar days of receipt of these statements, the Appeals Board shall review the appeal and associated statements and decide by majority vote whether to grant a hearing in the case.

The decision of whether a hearing will be granted shall be communicated in writing within five calendar days of the decision to the student, instructor, division chair, and chief executive officer with reasons for the decision.

If the Appeals Board decides not to hear the case, the student has no further right to appeal within the system.

If the Appeals Board decides to hear the case, it will establish procedures (including a schedule) and notify the student, instructor, division chair, and the chief executive officer or designee. All parties shall have the opportunity to appear at the hearing and to present oral and written evidence in support of their positions. The Appeals Board may call for further evidence as it deems appropriate. The hearing shall be held, and a final decision made by the Board within twenty calendar days after the decision to hear the case. The decision of the Appeals Board is final, and the student has no further right to appeal within the system (see section 2.6.2.1.).

2.6.2 Responsibility in Cases Involving Student Academic Offenses (section 2.3):

Within five calendar days upon receipt of a student appeal, the Chair of the Appeals Board shall invite the instructor, division chair, and chief executive officer to file statements with the Board. Statements must be filed within ten (10) calendar days af-

ter receiving the invitation. The Board will, within ten calendar days of receipt of the statements, convene, review the appeal and any statements, and decide by majority vote whether to hear the case, except that the Board must hear all cases in which a student has appealed actual suspension or expulsion.

If the Appeals Board hears the case because of some question about the fact of the student's guilt, it shall have the authority to impose a final decision as to guilt. If the Board decides not to hear the case, the student has no further right of appeal within the system (see section 2.6.2.1.).

If the Appeals Board hears the case because of an appeal of the severity of the sanction, it shall recommend an appropriate sanction to the instructor or to the chief executive officer of the college. If the Appeals Board does not agree that the sanction of dropping the student from a course or program be imposed, the Board shall return its decision and its recommendation of appropriate sanction to the chief executive officer who shall consult with the division chair and the instructor involved as to the appropriate sanction.

The instructor may refuse to accept a recommendation of the Appeals Board with respect to an appropriate sanction, but if the instructor does so, the Board shall have the authority to give the student a W in the course. If the Board decides not to hear the case, the student has no further right of appeal within the system.

2.6.2.1 KCTCS Chancellors' Approval of the Suspension/Expulsion Sanction

When hearing a disciplinary case in which the instructor and the chief executive officer have recommended actual suspension or expulsion, the Appeals Board may concur with the instructor and chief executive officer or designee (chief academic officer) and shall recommend to the KCTCS Chancellors' Office for approval and implementation of the sanction of actual suspension or expulsion. Suspension or expulsion decisions may be appealed to the KCTCS Board of Regents pursuant to KRS 164.370. The Chancellor(s) shall notify the student of the decision in writing. Within thirty (30) days of the delivery date of the Chancellors' decision, an appeal may be taken to the KCTCS Board of Regents pursuant to KRS 164.370.

2.7 Authority of the Appeals Board in Cases of Academic Rights of a Student

If the Chair of the Appeals Board deems it necessary, the Chair may call upon legal counsel to assure the proper administration of a case.

After hearing a case involving a violation of student academic rights, the Board may either:

a. Direct that the student's grade in the course in question be changed, but only to a W (Withdrew) or a P (Passing);

b. Uphold the assigned sanction; or

c. May take any other reasonable action calculated to guarantee the rights.

If the appeal is decided in the student's favor, the college must provide an opportunity for the student to complete any essential experiences missed due to the appeals process. Under no circumstances shall a student's grade be lowered as a result of the appeal.

2.8 Composition of the College Appeals Board

(The composition of this Board can only be changed by the Kentucky Community and Technical College System Board of Regents.)

The College Appeals Board shall consist of six members: two full-time students and four full-time faculty members. In addition, two student alternates and two faculty alternates shall be selected on the same basis and with the same requirements as the regular members. All members of the Appeals Board and/or their alternates shall be expected to meet within 48 hours after notice from the Chair.

Appeals Board members shall meet the following criteria:

a. Each student member must have earned at least 24 semester credit hours at the college, must have had one full year residence in the college, and must be in good academic standing. Each student member will be appointed by the chief executive officer or designee upon recommendation of the chief student affairs officer. Appointments shall be for one-year terms. A student may not serve concurrently on both the Appeals Board and the Judicial Board.

b. The faculty members shall be elected to staggered three-year terms by the faculty. The Chair of the Appeals Board shall be elected by the Appeals Board members.

A quorum for the conduct of business will be five members, no fewer than three of whom are faculty members.

2.9 Authority of the KCTCS Board of Regents in Cases Involving Suspension or Expulsion of a Student:

Suspension or expulsion decisions may be appealed to the KCTCS Board of Regents pursuant to KRS 164.370 (see section 2.6.2.1.).

*Chief academic officer responsibility if the student's instructor is also the division chair (in case of a distance learning course, the instructor, division chair, chief executive officer, and all other roles shall be those of the college offering the course, the KCTCS Delivering Institution).