

FINANCIAL AID

The Financial Aid Application Process

Financial Aid (FAFSA) Application

Students should apply for Student Aid as soon as possible after January 1 of the year they plan to enter college in the fall. Early application insures students will be considered for all aid for which they are eligible. However, applications must be received by the processor (CPS) by June 30 of the following year.

Students are encouraged to complete the FAFSA **electronically**. Results are received via email in one to three days. The first step is applying electronically for a PIN (Personal Identification Number) at www.pin.ed.gov.

Dependent students who must report parent income should have a parent also apply for a PIN which serves as an electronic signature certifying the accuracy of the submitted data. PINs are received at the email address provided by students. Then students must gather information for the household: SSN's, driver's license, current bank statements, investment records, and completed tax returns (1040, 1040A, 1040EZ, including W2's) for the previous year. It is not necessary to send the tax return to the IRS but only to complete the information for the return so accurate information can be used on the Student Aid Applications (FAFSA Free Application for Federal Student Aid). If you did not file a tax return, you will need documentation of all sources of income, taxed or untaxed. Estimated data is legal to use if completed forms are unavailable but this will result in delays since updated actual tax returns will have to be presented to document the accuracy of the estimated information. Students may apply for student aid by using the Internet at www.fafsa.ed.gov.

It is recommended that students complete either a paper application or the on-line Pre-Application as a guide to easier completion of the actual on-line application. The worksheets A, B, and C should also be completed at www.fafsa.ed.gov/worksheets.html. The completed application including worksheets A, B, C should be printed off and retained along with the tax return(s) and W2's, and any other documentation.

Paper application (FAFSA) which must be mailed are available at area high schools and college financial aid offices. Application can be made using the paper application, including Worksheets A, B, and C located on the backside of the application booklet. Responses will arrive via US Mail to students in four to six weeks, depending on the time of the year. Students should make a copy and retain as well as the source documents. If you report an email address on your FAFSA your response will be sent to the email address reported on your FAFSA.

It is recommended that all records and materials used in completing the application be saved. A percentage of all applicants are randomly selected for verification. If selected for verification, documentation must be provided in order to receive aid.

Students' processed information is sent to the school choices the students have listed. If students decide to attend a school not reflected on the original application, they may add the school by calling 1-800-433-3243, (1-800-4FED Aid) using name, SSN, DOB, DRN and name or code number of new school. Also, the new school can add its name on-line with the above student data. Students must provide the DRN since they are the only recipient of this piece.

Student Eligibility

To receive student financial aid from any program requires meeting established eligibility criteria. For a listing of specific criteria, please see <http://www.kctcs.edu/student/financialaidscholarships/faq.htm>.

In general, you must have a demonstrated need as supported by an application, have a high school diploma or a General Education Development (GED) Certificate, and/or passed an approved test by the U.S. Department of Education as a demonstration of your ability to benefit. If you are admitted "conditionally" you may receive student aid for one semester only before your admission file must be complete.

Financial Aid Programs

Various financial aid programs are available to assist students in meeting some of the expenses of a college education. These financial aid programs are in four categories: grants, scholarships, loans, and work-study.

GRANTS -- A grant is a gift that does not normally have to be repaid. Bluegrass Community and Technical College participates in the Pell Grant Program, the Supplemental Educational Opportunity Grant (SEOG) Program, and the Kentucky Higher Education Assistance Authority (KHEAA) College Access Program (CAP) Grant.

The Pell Grant and CAP Grant are based upon enrollment status and adjusted appropriately. The SEOG is based upon full-time enrollment. These grants are available to students who demonstrate need and complete the application process described below.

SCHOLARSHIPS -- The Kentucky Educational Excellence Scholarship (KEES) will be awarded to graduates of Kentucky high schools (KBE certified) beginning with the 1999 graduating class. Award amounts are based upon high school GPA and ACT scores. Additional KEES information is available online at www.kheaa.com.

BCTC also has a number of academic scholarship programs. Priority deadline for submitting a complete scholarship application is April 15 for the following academic year. Information is available online at <http://www.bluegrass.kctcs.edu/BCTC/FIN/BCTCSFA.html>

Federal Student Loans

BCTC participates in the Federal Family Educational Loans Program (FFELP). You do not have to be eligible for other federal student aid to participate in this program. However, application using the FAFSA is required.

This program provides a low interest loan on which the federal government may pay (subsidize) the interest while you are enrolled at least half-time in school.

WORK-STUDY -- The College Work-Study Program is available to students who demonstrate need and complete the application process. Under this program a student is employed at BCTC and the number of hours worked is determined by the students need for financial assistance.

Important Notes

- The only payment extensions that are offered are Financial Aid Extensions. These extensions extend the payment deadline beyond the due date until anticipated aid is credited to the account. To receive an automatic extension, the offered financial aid must be accepted, and the total amount must cover the semester costs. The student does NOT have to ask for this automatic extension, but a Financial Aid Award Letter must be returned to the office before the extension will be issued.
- If financial aid awards credited to the account exceed total charges a residual check is generated. This check is made payable to the student and will NORMALLY be MAILED within 3 business days after financial aid posts to the account. The checks will be mailed to the home address on file. It is the student's responsibility to keep address files updated at all times.
- Students will be notified once loans have been disbursed.
- Students must be degree-seeking at BCTC and enrolled for at least six credit hours per semester in order to participate in most financial aid programs.
- Refunds: Students receiving financial aid may have part or all of their refund returned to the aid account. As required under Section 484B of the Higher Education Act (HEA) to assure recovery of federal financial aid funds, a special refund schedule applies to those students receiving Title IV financial assistance who either officially withdraw or cease attending classes.
- Students applying for a student loan must complete Entrance Counseling prior to loan funds being disbursed to accounts. Entrance Counseling is required only one time during enrollment at Bluegrass Community and Technical College. Complete the Entrance Counseling requirement at www.kheaa.com.

Satisfactory Academic Progress (SAP)

Federal regulations mandate that a student receiving Federal Student Aid under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not student aid is awarded each semester.

Financial Aid Suspension Due to Poor Grades

If your financial aid is suspended because your cumulative grade point average does not meet the minimum grade point average (GPA), you may take additional classes (without student aid) to raise your grade point average and be reinstated. If you are on Academic Probation or Academic Suspension, you will automatically be placed on Student Aid Probation or Student Aid Suspension. Please contact your Student Financial Aid office for details.

Appeal Process

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

Return of Title IV Funds (Financial Aid Refund Policy)

If a student completely withdraws from classes the financial aid office is required to calculate the amount of Title IV financial aid (grants and loans) earned by the student based on the percentage of time the student remained enrolled in school. No refunds are required to be returned if the student remains enrolled for more than 60% of the semester.

In addition, a student who receives all failing grades for semester classes will be subject to the Refund to Title IV policy with aid calculated for refund at the 50% mark of attendance. Funds will be returned to the Title IV programs at the U. S. Department of Education in the following order:

1. Unsubsidized Direct Student Loan
2. Subsidized Direct Student Loan
3. Direct PLUS Loan
4. Pell Grant
5. SEOG Grant

Veteran and War Orphan Benefits

Students who believe they may be entitled to benefits under legislation designed to assist war orphans or children of totally disabled or deceased veterans should consult the Registrar's Office, for information before enrolling.

In addition, inquiries regarding V.A. educational benefits may be directed to the Veterans Regional Office, P.O. Box 66830, St. Louis, MO 63166-6830, or telephone toll-free 1-888-442-4551. Information on the Kentucky Tuition Waiver Program is available from the Kentucky Department for Veteran Affairs, 545 South Third Street, Louisville, KY 40202, or telephone toll-free 1-800-928-4012.

Herman L. Donovan Senior Citizens
Fellowship Program

Anyone who is age 65 or older may enroll for regular courses at BCTC without payment of tuition and fees. Courses may be taken for credit toward a degree or studied for no credit. For information, please call the Financial Aid Office, (859) 257-4872 ext. 4193.

ACADEMIC REQUIREMENTS

Student Academic Load

The maximum load to be carried during any semester by a student (including residence, correspondence, and extension courses) is 19 credit hours or the number of hours specified in the curriculum for the particular semester, whichever is larger. A student who has attained a grade-point average of 3.0 on a load of at least 15 credit hours for the preceding semester may be permitted by the president/director of the college to carry a maximum of three extra credit hours, provided the total is not in excess of 22 credit hours for the semester. Normally, the maximum course load (including residence, correspondence, and extension courses) shall be four credit hours for the four-week intersession, seven credit hours in a six-week session, and 10 credit hours in the eight-week summer session. A student who has attained a grade point average of 3.0 may be granted permission by the president of the college to carry a maximum of five hours in a four-week session, eight hours in a six-week session, and 12 hours in an eight-week session.

Academic Advising

All degree-seeking students at Bluegrass Community and Technical College are assigned an academic advisor that will assist in all areas of academic planning and course selection. Students will be assigned to a professional advisor or faculty advisor depending on their major. Advisors meet with students by appointment and will have available hours posted near their offices. Students are required to meet with their academic advisor prior to registering for classes. BCTC strongly encourages students to meet with their advisor during Priority Registration to plan a schedule for the following semester. Bluegrass Community and Technical College provides quality academic advising to all students; however, students are ultimately responsible for knowing the requirements of their particular academic program, selecting courses that meet those requirements, monitoring their progress toward graduation, scheduling and keeping academic advising appointments, and being prepared for advising sessions.

Grading System

BCTC's 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 as a result of aptitude, effort, and intellectual initiative. It is valued at four grade points for each credit hour.

Grade B represents high achievement as a result of ability and effort. It is valued at three grade points for each credit hour.

Grade C represents satisfactory achievement. It is valued at two grade points for each credit hour.

Grade D represents unsatisfactory achievement and is the minimum grade for which credit is given. It is valued at one grade point for each credit hour.

Grade E represents unsatisfactory performance and indicates failure in the course. It is valued at zero grade points and zero credit hours in courses other than developmental or remedial courses. A student receiving this grade can obtain credit in the course only by repeating the entire work of the course, or by special examination in accordance with the procedures outlined under Special Examinations.

Grade F represents failure in a course taken on a pass-fail basis. It is valued at zero grade points and zero credit hours.

Please note: Veterans Administration (V.A.) regulations specify that no payment of educational benefits will be made to a veteran or other persons eligible to receive V.A. benefits for courses for which the grade assigned is not used when computing graduation requirements.

Grade I -- incomplete -- 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 shall not give an I grade when the reason for incompleteness is unsatisfactory. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of two years; failure to do so will result in a change of grade from I to an E. Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the I grade is reported, shall include: (1) the name and number of the student, (2) the course number and hours of credit, (3) semester or session and year of enrollment, (4) signature of the instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division chairperson or the designee, shall forward to the president/director (or designee) the appropriate letter grade to replace the incomplete grade.

Grade P represents a passing grade in a course taken on a pass-fail basis. It may also be assigned by the Appeals Board in cases involving a violation of student academic rights. Credit hours successfully completed under this grade will count towards graduation but will not be used in calculating grade point averages.

Please note: Veteran's Administration (V.A.) regulations specify that no payment of educational benefits will be made to a veteran or other persons eligible to receive V.A. benefits for courses for which the grade assigned is not used when computing graduation requirements.

Grade N represents a temporary grade to be submitted for students who have been entered by the Registrar into official class rolls but have never attended class and who have not officially withdrawn. The Registrar shall remove their names from the official class roll and the student's enrollment in the class shall not be recorded in the student's official academic record. (As a temporary mark, N carries no credit hours or grade points).

Grade W - means that the student withdrew from class without completing course requirements. A W grade will not be assigned for a class unless the student has officially withdrawn from that class in the manner prescribed by BCTC. No grade will be recorded for a student who officially withdraws or is dropped from a class during the first 10 days of a semester. Students who withdraw after this date up to and including the date of mid-term shall be given a grade of W. After the date of mid-term and through the last class meeting

prior to the final, the W grade may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining the assignment of a W grade during the discretionary period. It may not be assigned to a student found guilty of an academic offense without the permission of the instructor in whose class the offense occurred. The grade W may also be assigned by the Bluegrass Community and Technical College Appeals Board. Also, the President may, if the student concurs, assign a W to a student who has been reported to the President for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

Please note: V.A. regulations stipulate that no payment of educational benefits will be made to a veteran or other person eligible to receive V.A. benefits for courses from which the veteran or other eligible person has withdrawn.

Grade Z -- The re-enroll grade Z, assigned only for developmental courses numbered 000-099, means that the student has made significant progress but needs and deserves more time to achieve a passing level. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Grade Z has no value in computing the grade point average.

Grade AU represents completion of a course attended on an audit basis. It is valued at zero grade points and zero credit hours. 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. Anyone who desires to audit a class must be admitted to the college and officially registered for the course.

Grade CR -- is a grade assigned to AP or CLEP scores indicating that credit has been assigned for a course. Credit hours will count towards graduation but will not be used in calculating grade point averages

Unofficial Withdrawal from a Course: Any student who misses the first two class periods of a course without notifying the division of their intention to attend **may** be reported by the division to the President who shall drop the student from the course and notify the Registrar that the student has been removed from the class roll. Missing the first two scheduled class periods, however, does not constitute an automatic drop nor does it relieve the student of financial obligation. Students wishing to drop should do so through established procedures.

Withdrawal to Enter Military Service: Students who withdraw from the College after completing the twelfth week of the normal semester, or later, and within ten (10) days enter the Armed Services shall be entitled to receive full credit and residence for the course. The grade report shall be that attained in the course up to the time of withdrawal. If, with the credit and residence time granted, the student has fulfilled all requirements for a degree, the student shall be recommended for that degree by the Senate of the University. If a comprehensive examination is required for graduation, this requirement shall be waived.

Retroactive Withdrawal: Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. Requests for retroactive withdrawals may not be granted after a student has graduated or beyond two calendar years from the last day of class for the semester for which the withdrawal is requested. Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred: (a) a serious injury or illness; (b) serious personal or family problems; (c) serious financial difficulties; or (d) permanent disability verified by the

Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

Audit. Students who register for an audit do so for reasons other than fulfilling explicit requirements. They must come to individual agreements with the instructor as to what responsibilities they will be expected to perform. Normally, students who audit would be expected to do the readings and attend class; they may be required to enter more fully into the class work. In any case, they will receive no credit hours or grades. Any change from audit to credit or credit to audit by a student regularly enrolled in a college must be accomplished by the last date to drop a course without a grade in any given term. No credit can be given for a class audited nor is a student permitted to take an examination for credit except for the special examinations described under Special Examinations. A student who initially enrolls in a class as an auditor must attend at least 80 percent of the classes in the course (excluding excused absences). If a student changes her or his enrollment from credit to audit, she/he must attend at least 80 percent of the remaining classes (excluding excused absences). If an auditor fails to attend the requisite number of classes, the President may award a grade of W for that course. No instructor is authorized to admit anyone as an auditor to any classes unless the auditor has registered as such.

Please note: Veteran's Administration (V.A.) regulations specify that no payment of educational benefits will be made to a veteran or other person eligible to receive V.A. benefits for audited courses or courses for which the grade assigned is not used when computing graduation requirements.

Basic Skills Courses

Grades in all developmental courses, including MA 108R, are not calculated in the grade point average.

Grade Point Average

The grade point average is the ratio of the number of points gained to the number of credit hours attempted. As stated previously, an A counts four points for each credit hour carried; a B counts three points; a C, two points; a D, one point; and an E, zero. Thus, a student would earn 12 quality points for an A in a three-hour course and four quality points for a C in a two-hour course. To figure overall standing, the student would add all quality points and divide this by the number of hours carried. The overall grade point average for the two courses cited above would be $16/5$ or 3.2. Courses in which grades of CR, F, I, P, W and Z have been given are ignored, but a grade of E is included even though it counts zero credit hours in fulfilling the requirements for a degree. Please note that courses taken at the University of Kentucky will no longer be calculated in your GPA.

Writing Requirement

The College requires demonstrated competency in writing. Competency may be demonstrated in one of the following ways -- (1) Students who have a standard score of 28 or below on the English section of the ACTE must satisfactorily complete ENG 101, Writing I, and ENG 102, Writing II. (2) Students who have a standard score of 17 or below on the English section of the ACTE must take the Mandatory Placement test and enroll in the appropriate developmental course. (3) Students who have a standard score of 29 or above on the English section of the ACTE may elect to

take a special writing proficiency examination. Students who pass this examination are eligible to fulfill the writing requirement by successfully completing ENG 105, Writing: An Accelerated Course. Students who do not pass this examination are required to take the normal sequence of ENG 101-102. For complete information on the writing proficiency examination, students should contact the BCTC English Area at (859) 257-4872 ext. 4002.

Full-time students must enroll in either ENG 101 or 102 each semester until they have satisfied the writing requirement, unless they qualify for ENG 105, in which case they may enroll during either semester of the freshman year. Only in unusual circumstances (such as illness, injury, serious financial difficulties, serious personal or family problems) will a student be permitted to withdraw from a course needed to fulfill the writing requirement. Only the President can authorize such withdrawals, in consultation with the instructor and the BCTC English Area Coordinator

Repeating a Course

A student may repeat a course for the purpose of improving a grade. The course must be repeated with the same grade option as the original enrollment in the course. The highest grade earned in a completed course shall constitute the official grade for the course and will be the only grade included within the cumulative GPA. Credit shall count only once for a KCTCS credential. If a student has been dropped from an occupation or technical program, course enrollment maybe dependent upon readmission to the program.

After a student has completed the same course twice, a division chair (or designee) in consultation with the instructor may refuse to approve a third registration in the same course, including those offered by correspondence, extension, and distance learning technology. Subject to the approval of the division chair or designee, a student may receive approval for a substitution of comparable courses (e.g. MT 109 may be taken as a repeat option for MA 109 and vice versa.).

Please note: Veteran's Administration (V.A.) regulations stipulate that students receiving V.A. benefits may not receive their benefits for repeating a course in which a satisfactory grade has been given.

Pass-Fail Option

Students above the freshman level and not on academic probation may select a maximum of two elective courses, with certain restrictions, to be taken on a Pass-Fail basis. Credit hours successfully completed under this option will count toward graduation but will not be used in calculating grade-point standing. Courses taken on a Pass-Fail basis are limited to those considered as elective in the student's program and such other courses or types of courses as might be specifically approved by the Academic Council for a college or department. Prerequisites for such courses may be ignored at the student's own hazard. The student is expected to participate fully in the course and take all examinations as though enrolled on a regular basis. Students may not change from a Pass-Fail basis to a regular letter grade basis, or from a regular basis to a Pass-Fail basis after the last day to drop a course without a grade in any given term. Courses offered only on a Pass-Fail basis should not be included in the maximum number of elective courses, which a student may take under these provisions.

Except for courses offered only for Pass-Fail, the instructor shall not be notified by the Registrar's Office or by

another office of the College of those students who are taking the course Pass-Fail. The instructor shall submit a regular grade to the Registrar's Office, which will take the appropriate action to change the grade into the Pass-Fail grading track for records.

Final Examinations

If a final examination is given, it is to be administered during the examination period as scheduled by the Registrar for the semesters of the regular school year. These examination periods utilize the last five days of each semester, and are preceded by a study day or weekend on which no classes or examinations are scheduled.

Final examinations, where appropriate, are administered during the last class day of the summer sessions.

During the last week of classes of a regular session or during the three-day period prior to the last day of class in the summer session, no examination is to be given except for laboratory practicals or "make-up" examinations. In cases of "take home" final examinations, students are not required to return the completed examination before the regularly scheduled examination period.

Final examinations may be given at times other than the regularly schedule times in the following instances:

Faculty: In the case of conflicts or undue hardship for an individual instructor, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the division chairperson and with the concurrence of the President and the Registrar.

Students: Any student with more than two final examinations scheduled on any one date is entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate instructor two weeks prior to the last class meeting. If a conflict is created by rescheduling of an examination, the student is entitled to take the rescheduled examination at another time during the final examination period. In the case of undue hardship for an individual student, a final examination may be rescheduled by the instructor.

External Experiences

BCTC recognize that valid college-level learning experiences occur outside the traditional classroom setting. Colleges will assist students in recognizing appropriate external experiences and applying them toward a KCTCS credential. Colleges reserve the right to validate student competence.

Certified Professional Secretary Examination

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

College Level Examination Program (CLEP) and Advanced Placement Program

(currently under review and revision)

BCTC accepts the General and Subject Examinations of the College Level Examination Program (CLEP). The Subject Examinations cover specific material which is common to courses in many colleges and universities. The level of proficiency to earn credit through CLEP is approximately equivalent to that required to earn a grade of C in the course. Please see a complete list of Guidelines for CLEP Subject Examinations in the KCTCS catalog, page 63.

Courses Offered through the American Institute of Banking

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

Child Development Associate Credential

BCTC recognizes the Child Development Associate (CDA) credential awarded by the Council for Professional Recognition and will grant up to 9 credit hours (IECE 101, IECE 102 and/or IECE 190) to students who successfully complete one IECE course.

Certified Administrative Professional Examination

BCTC recognizes the Certified Administrative Professional Examination of the International Association of Administrative Professionals (IAAP). Students who successfully pass the Certified Administrative Professional Examination may receive a maximum of twenty-four (24) semester hours of credit in specified courses. Students must first complete twelve (12) semester hours in residence at BCTC.

Special Examinations

A student regularly enrolled in BCTC may be given a special examination for credit for material mastered outside of formal instruction, provided the request for the examination is approved. Application must be made in writing to the appropriate division chairperson. No refund of tuition is made to a student whose number of credit hours is reduced as a result of a special examination for credit.

National Board for Respiratory Care (NBRC) Examination

A student who has passed the National Board for Respiratory Care (NBRC) entry-level examination within five years of admission to the Respiratory Care program will be awarded eighteen (18) semester hours of credit after completion of the General Education courses in the approved program curriculum. A grade of "C" or better is required for all math and science prerequisite respiratory care program courses. The student must also provide a current American

Heart Association Basic Life Support Health Care Providers card. Please contact the Respiratory Care program for more information.

Military Service Related Experiences

A student may receive course credit in recognition of collegiate level work completed through the United States Armed Forces Institute or Defense Agency for Nontraditional Support Education in which the student has achieved a minimum score at the 35th percentile. An official USAFI or DANTES transcript must be received in order for credit to be granted. Also, a student may receive course credit where appropriate and equivalent courses are available for military educational experiences at the collegiate level as recommended in *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

Industry Standard Certification Examinations -Microsoft, Novell, A+, Cisco

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

Service Learning

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

Academic Probation, Academic Suspension and Reinstatement

Academic Probation

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

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/director or the president's/director'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. A student who has been academically suspended may be reinstated by the president/director (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.

b. 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.

c. Upon a second suspension, a student may be reinstated by the president/director (or designee) after remaining out of the college for at least two 16 week semesters and providing evidence of ability to perform at the level required.

VA Educational Assistance Allowances

BCTC is approved for the enrollment of veterans and other eligible persons to receive Veterans Educational Assistance Allowances. BCTC does not have a Veteran Representative or Veteran Office on site. The student should direct all questions concerning VA benefits to the Department of Veteran Affairs (DVA) at 1-888-442-4551. VA regulations may change from time to time, so it is important that the student maintain regular contact with the DVA. The student must also report any changes in student status to BCTC and the DVA. Failure to report changes in status may result in the individual's being held liable by the VA for any overpayment. BCTC requires that any student applying for or using VA benefits complete a "Schedule Information Card" at the beginning of every semester that the student is enrolled at BCTC. It is imperative that the student read and closely follow the following guidelines adapted from VA regulations:

- 1) Title 38, United States Code, sections 1674 and 1724 require that educational assistance benefits to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward his or her training objective.
- 2) Standards of progress with respect to probation, suspension, graduation, etc. are published elsewhere in this *Catalog*.
- 3) The VA must be notified within 30 days of the last date of attendance in any course from which a veteran or other eligible person withdraws. Students who withdraw from a course must report this fact immediately to the Certifying Official, 206 Oswald Building.
- 4) Any veteran who is reported as "not in class" at the end of any semester and who has not been previously reported to the VA as a termination will be reported as being terminated. The College will report the last day of attendance or the last date that there is any evidence of attendance. If the student is given a failing grade (E), this provision for reporting termination does not apply.
- 5) Veterans or other eligible persons may not remain on probation beyond two semesters without an improvement in academic standing.
- 6) No payment of educational benefits will be made to a veteran or other eligible person for audited courses or courses for which the grade assigned is not used when computing graduation requirements including courses from which the veteran or other eligible person withdraws.
- 7) An incomplete grade (I) must be converted to a credit grade counting toward graduation or a failing grade within

one calendar year after the date on which the I was assigned.

- 8) Students receiving VA benefits may not receive their benefits for repeating a course in which a satisfactory grade has been given.
- 9) Only one change of major is allowed without counseling.
- 10) A veteran or eligible person may only receive VA benefits for taking subjects that will count toward his or her educational objectives (associate degree or transfer program as listed with the VA). It is the student's responsibility to become familiar with his/her chosen program plan as only required courses can be certified by BCTC and then paid for by the VA.

Dean's List

Bluegrass Community and Technical College recognizes academic excellence by naming to the Dean's List full-time students who have earned an overall semester grade point average of 3.5 or better on courses numbered 100 or above. Certificates of merit are generally awarded to students who have achieved this distinction. Students whose names appear on the Dean's List may be released to the local/area news media.

Graduation Requirements

Students who follow curricula guidelines and successfully complete 60 semester hours of work in general education and pre-major fields or professional curricula may be awarded the Associate in Arts or Associate in Science degree. For the Associate in Arts, Associate in Science, and Associate in Applied Science degrees, regardless of the time the student has attended the college, a minimum of 24 credits must be completed within the KCTCS colleges and at least 25% of the approved curriculum must be successfully completed at the college granting the degree. For a certificate or diploma, at least 25 percent of the approved curriculum credits must be completed at the college granting the credential. Students must have a minimum cumulative GPA of 2.0 in order to be eligible for graduation.

Graduation With Honors

Students who have completed at least 48 credit hours of work toward degree completion or 30 credit hours of work toward diploma completion in the KCTCS colleges shall be graduated "With High Distinction" if they attain a grade-point average of 3.60 or higher on all work attempted. Students who have completed at least 48 credit hours of work toward degree completion or 30 credit hours of work toward diploma completion in the KCTCS colleges shall be graduated "With Distinction" if they attain a grade-point average of 3.40-3.59 on all work attempted.

Multiple Associate Degrees

A student will be eligible for an additional degree when the student has completed the requirements of the second curriculum including a minimum of six (6) additional hours relevant to the second degree and has applied for the degree. In no case will a degree be granted for the completion of a second option in a program. The completion of a second option, however, will be recorded on the transcript. An individual interested in a second degree should consult with an advisor.