

SERVICES FOR STUDENTS

Student and Academic Services

KCTCS colleges are structured to provide support that students need to achieve a rewarding and successful academic experience. Classes and laboratories are housed in modern structures on campuses designed to accommodate growth and development of college programs. Many classes are offered at off-campus facilities. All KCTCS colleges have bookstore services where students and faculty may obtain textbooks, as well as a variety of reading and instructional materials. Other services, facilities and opportunities are described below.

Advising

KCTCS colleges provide quality advising to students. Professional staff and faculty advisors can offer individual and/or group academic advising services to help students in establishing and meeting academic, career, and personal goals. Students should connect with an advisor at their college if they need assistance.

Career Services

KCTCS colleges connect students to experiential and work-based learning opportunities and prepare students with the skills they need to be successful in the workplace. Contact your local college for assistance.

Testing

Many of the KCTCS colleges have been designated as testing centers for administering scholastic examinations. Examinations given at the colleges include the American College Test® (ACT), a Career Planning Program (CPP), WorkKeys® and correspondence study programs for other colleges and universities. Other examinations given at some of the KCTCS colleges include the High School Equivalency (HES) Test, College-Level Examination Program® (CLEP), and ACT PEP (Proficiency Examination Program). Contact the local college Student Services Office for more information about examinations and testing schedules.

Accessibility Services For Students with Disabilities

Each KCTCS college has a designated representative for disability services, who has the authority to determine eligibility for services as well as the type and extent of the services afforded to eligible students. To be eligible for services, students must provide the designated representative with current documentation of their disability including evidence of the need for academic accommodations.

Information Technology

KCTCS colleges provide computer laboratories for student utilization in accessing the Internet and other software applications required for completion of class projects and research assignments. While on campus, students have access to WiFi that can be accessed by laptop, cellular phone, or tablet. KCTCS students are eligible for free or discounted software and discounts on computer hardware by contacting their college IT department.

Learning Laboratories

Learning laboratories help students improve their basic learning skills. Students experiencing difficulties in meeting entry-level requirements for areas such as reading, writing, and mathematics; students who want

to improve their current academic performance; and students who want to review previously learned skills are among those who have found the services provided by learning laboratories to be helpful. Learning laboratories may use a variety of techniques and materials to assist students such as: tutoring services, group work, and individualized instruction. Tests may be given to determine when students have reached a particular level of achievement. Materials include videos, individualized learning packets, programmed texts, sound pages, and computer-driven learning modules.

Libraries

KCTCS libraries actively support student learning, faculty teaching and research, and the intellectual and cultural lives of the diverse campuses and communities they serve. They are an integral part of the teaching and learning process by providing resources and services to support the colleges' educational and enrichment goals. Libraries provide access to thousands of books, movies, periodical subscriptions, and other resources, in a variety of media and formats.

Access to the libraries' electronic collections is available through the libraries' websites, as well as through Primo, the KCTCS libraries' discovery tool. Circulation and interlibrary loan services for physical collections are available at most campus locations. KCTCS libraries are staffed with talented, experienced professionals who provide instruction and guidance to students in the evaluation and effective use of information resources. Working closely with other faculty members, KCTCS librarians are important catalysts for the instruction of information literacy. KCTCS libraries participate in the Kentucky Virtual Library (KYVL) and are members of the Federation of Kentucky Academic Libraries (FoKAL).

Student Housing

KCTCS colleges are nonresidential colleges and no housing facilities are provided, with the exception of limited options available at Bluegrass Community and Technical College. Students admitted to Bluegrass Community and Technical College should contact the college for more information.

Military Student Services

At KCTCS, we strive to make it easier for military-affiliated students and their families to access our wide range of programs. We understand the unique challenges military students face and aim to create a welcoming environment on our campuses and in our classrooms where they feel a strong sense of belonging. To ensure the success of our military-affiliated students, each KCTCS college has appointed a dedicated representative to lead our Military Student Services. These representatives are available in the Military Student Support office, where students and their families are encouraged to visit and explore the specialized programs and services tailored to support their academic journey. We are committed to providing comprehensive support and information to military-affiliated students, helping them navigate their educational path and achieve their goals. Military Student Services is designed to meet the specific needs of military students and their families, ensuring they receive the assistance and guidance necessary for a successful academic experience.

Ready to Work: Assistance for Low-Income Parents

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

low-income parents who are enrolling in and attending community and technical colleges in Kentucky. RTW supports their college success and completion while meeting the participation requirements of the KY Transitional Assistance Program (K-TAP) through:

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

Contact your college RTW Coordinator <https://kctcs.edu/education-training/initiatives/ready-to-work/contacts.aspx> to determine if you are eligible for RTW services.

RTW Coordinators are also available to assist SNAP (formerly known as Food Stamps) clients enroll in the colleges' SNAP Employment and Training Programs.

KCTCS kynectors can assist students in applying for SNAP, Child Care Assistance, Medicaid and KCHIP. Contact your college's kynector here <https://kctcs.edu/current-students/kynect-benefits.aspx>.

Kentucky Adult Ed

If you didn't finish high school, there are free classes - at adult education centers and online - to help you earn your HES (high school equivalency diploma).

If you are a high school graduate and need to improve your reading, math or communication skills, you may be eligible for free adult education services in your choice of any Kentucky county, as well as online.

KCTCS Colleges serve as the adult education service providers in many Kentucky counties.

Policies and Procedures Right to Know

KCTCS colleges support the intent of the Student Right to Know/ Campus Security Act and are committed to providing a safe and secure environment for all students and employees. Several approaches may be utilized for crime prevention, such as:

- Burglar alarms
- Campus security officers
- Key control system
- Light sensors
- Local police patrol
- Motion detection system
- Building checks
- Video monitor and closed circuit cameras
- Visitor control processes.

Additionally, crime prevention efforts include the dissemination of information at student orientations, faculty in-services, and student organization meetings. Conduct that violates the intent of this Act and poses an unacceptable risk to members of the community of the KCTCS college shall result in appropriate disciplinary action as defined by policy.

Student Rights and Responsibilities

Each college within KCTCS has a varied and distinguished tradition of higher education. Each college's students, faculty, and staff form an academic community that, while sharing certain characteristics with other types of associations, organizations, and societies, is rightly considered unique as a community, and should be governed, respected, and supported as a college community. The System has an obligation to maintain an atmosphere of academic freedom, to set and maintain standards of scholarship and conduct for students at each college, and to provide awareness for responsible student citizenship in the academic community.

The Student Rights and Responsibilities may be found in the *KCTCS Code of Student Conduct*, available online at (<https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>).

Student and Family Supports

During your academic journey, it is possible that you may face challenges or barriers to academic success such as childcare or transportation issues. All KCTCS colleges are able to assist by offering direct support or referrals to services on campus or in the local community. Please reach out to the Student Services offices at your college for support.

Drug-Free Policy

KCTCS colleges are committed to providing a safe environment for students, faculty, and staff. The KCTCS colleges have adopted the following drug-free policy:

Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1000 yards of campus. Conduct that violates this definition, poses unacceptable risks, and disregards the health; safety and welfare of members of the KCTCS college community shall result in disciplinary action up to and including suspension or termination. The KCTCS Colleges are in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act amendment of 1989.

Sexual Harassment

KCTCS colleges are committed to providing a learning environment free from sexual harassment. All KCTCS employees and students shall avoid offensive or inappropriate behaviors. Sexual harassment - a form of sexual discrimination - includes unwelcome sexual advances, requests for sexual favors or other verbal or physical actions of a sexual nature when submission to such conduct is made explicitly or implicitly as a term or condition of the student's status in a course, program or activity; or is used as a basis for academic or other decisions affecting such student; or when such conduct has the purpose or effect of substantially interfering with the student's academic performance or creates an intimidating, hostile or offensive academic environment.

Pregnancy Related Accommodations

KCTCS procedure 3.2P Pregnancy-Related Accommodations protects and ensures equal treatment of pregnant persons, individuals with childbirth or pregnancy-related conditions, and new parents. Students may request accommodations for pregnancy, childbirth, or related medical conditions by contacting their home school's Title IX Coordinator to discuss options. The Title IX Coordinator will work with the faculty for academic accommodations. Faculty members have a legal obligation

to make reasonable accommodations for pregnant students. Neither academic freedom nor tenure obviate this legal duty.

Grievance Procedures

Grievance procedures for students are found in the *KCTCS Code of Student Conduct*. Specific details may be obtained by visiting the KCTCS website at (<http://kctcs.edu>)<https://policies.kctcs.edu/code-of-conduct/index.aspx> (<https://policies.kctcs.edu/code-of-conduct/>)).

Student Organizations

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

National Vocational Technical Honor Society

The NVTHS recognizes students who have shown qualities of leadership, scholarship, skill, responsibility, and service. Each student must have the recommendation of his or her major instructor and meet the minimum criteria. Benefits of membership include: the student's name will be included in the National Register of Vocational Technical Students of America, as well as being able to request up to three letters of recommendation written by the National NVTHS. For more information visit: www.nths.org (<http://www.nths.org>).

Phi Theta Kappa Honor Society

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

Student Government

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

Co-Curricular Activities

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

drama productions, and presentation and discussion of selected foreign and American films.

KCTCS Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Kentucky Community and Technical College System ("KCTCS") receives a request for access. A student should submit to the registrar, at the respective KCTCS College, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar to whom the request was submitted, that Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask a KCTCS College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the KCTCS College decides not to amend the record as requested, the KCTCS College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the KCTCS College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

KCTCS discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by KCTCS in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of KCTCS who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for KCTCS.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the KCTCS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. In its discretion, KCTCS considers the following categories Directory Information, to include:

- Student Name
- Email Address
- Telephone Number
- Academic Plan or Academic Program
- Dates of Attendance
- Degrees and Awards Received
- The Most Recent Previous Educational Agency or Institution Attended by the Student
- Participation in Officially Recognized Activities and Sports

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including faculty and staff, within KCTCS whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(7) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information

is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))