

# 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.

### Counseling

KCTCS colleges provide counseling and guidance services to students. Qualified counselors are available at most KCTCS colleges and are prepared to provide individual or group career and academic counseling and testing, and to assist students in setting educational and career goals.

### Placement

Assistance with employment opportunities and job placement is available at each KCTCS college. See the placement coordinator at the college to obtain details.

### 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 GED (General Educational Development) 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.

### Students with Disabilities

Each college has a coordinator to assist students with accommodations necessary due to their disabilities. Students with disabilities who desire academic accommodations must provide the coordinator with current documentation of their disability including evidence of the need for academic accommodations.

### 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.

### 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 communities they serve. They are an integral part of the teaching and learning process, promoting information literacy and providing information resources and services to support the educational and enrichment goals of Kentuckians. They provide information in a variety of formats with circulating print and audiovisual collections increasingly augmented by access to electronic full-text books and articles as well as other digital content. Thousands of titles in a variety of media and formats are added to the collections each year and hundreds of periodical subscriptions are maintained.

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

The KCTCS Library Catalog ([opac.kctcs.edu](http://opac.kctcs.edu)) provides information on more than 520,000 titles owned or licensed by the libraries. Users can access it and licensed electronic resources from library web pages any place they have an internet connection and at any time. Circulation and interlibrary loan services for the physical collections are available in 34 locations across the state. The KCTCS libraries participate in the Kentucky Virtual Library (KYVL), providing access to its broad array of online full-text and citation databases. The libraries share information resources extensively with each other as well as other libraries. They provide interlibrary loan services for books, articles and, in most cases, audio visual materials.

### Student Housing

With the exception of Bluegrass Community and Technical College, KCTCS colleges are nonresidential colleges and no housing facilities are provided.

### 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 to determine if you are eligible for RTW services.

## Work and Learn

Ready to Work (WL) services have been expanded to include adult basic education students who are working toward their GEDs and college readiness. Work and Learn services are available to adult basic education students to help make their transition to college a smooth and successful one through:

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

Contact your college WL Coordinator to determine if you are eligible for RTW services.

## KY Adult Education Services

If you didn't finish high school, there are free classes - at [adult education centers](#) and [online](#) - to help you earn your GED (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 on line at [KCTCS.edu](http://KCTCS.edu) under "Current Students".

## 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.

## 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 [kctcs.edu](http://kctcs.edu) under "Current Students".

## 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.

## Inter-KCTCS College Student Advisory Council

The Student Advisory Council consists of the student body president from each college. Members of this organization serve in an advisory capacity to the Vice President responsible for Student Services. The Advisory Council also provides the opportunity for the student body presidents to exchange ideas on topics of mutual concern.

## 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.

## FERPA

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

In its discretion, a college or KCTCS as appropriate may provide Directory Information in accordance with the provisions of FERPA to include:

- student name
- address
- email address
- telephone number
- date and place of birth
- major field of study
- dates of attendance

- degrees and awards received
- the most recent previous educational agency or institution attended by the student
- participation in officially recognized activities and sports

## Privacy and Release of Student Records

Students may withhold Directory Information by notifying designated officials at the college in writing within ten (10) calendar days from the first scheduled day of class of the fall term or through their self-service student account. All written requests for non-disclosure will be honored by the college for one (1) academic year. Requests to withhold Directory Information must be filed annually thereafter or may be updated in the student's self-service student account. A request for "non-disclosure" is commonly called a "privacy request". Student Records Maintenance

This is to serve notice to all students of the KCTCS of the rights and restrictions regarding the maintenance, inspection, and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA). The colleges of KCTCS offer a wide variety of services to students. Each college requires the maintenance of records concerning students enrolled in that particular college. The following is a list of the types of records that may be maintained by the College and/or the System Office for students:

- Academic records from schools previously attended
- Scores or results on various standardized tests and interest/attitude inventories
- Degrees awarded
- Current academic work completed
- Grades and other faculty evaluations
- Applications for admissions
- Applications and other data related to financial aid
- Applications for employment
- Class rosters
- Letters of recommendation
- Academic advisor notes
- Attendance data
- Biographical and identifying information (including name, social security number, sex, marital status, date of birth, residency and citizenship status, ethnic background, academic major, and military status)
- Medical data
- Current student status
- Accounts relating to charges
- Academic offenses
- Disciplinary offenses
- Counseling notes

The colleges are responsible for the maintenance of records in all categories.

In general, the records maintained by the college are available only to the student, to college personnel with legitimate educational interests, a person or company with whom the College has contracted as its agent to provide a service, to other institutions where the student is seeking financial aid, and to authorized representatives of the Comptroller General of the U.S., the Secretary of the U. S. Department of Education, or an administrative head of an education agency, in connection with an audit or evaluation of federally supported programs, and as provided by Section 164.283 of the Kentucky Revised Statutes. However, information may be released by the institution to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may be disclosed without consent to officials of another school in which a student seeks or intends to enroll.

Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student.

Students may inspect and review all records pertaining to them within forty-five (45) days of making requests for the same, except for 1) records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with the treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student), 2) financial records of the parents, 3) confidential letters and recommendations put in the files prior to January 1, 1975, and 4) confidential recommendations relating to admission, application for employment, or honors, if the student waived his or her right to review such records. Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.

## Appeal

A student who believes that any record maintained by the college, the college district, or the KCTCS pertaining directly to that student is inaccurate, misleading, or otherwise violates the right of privacy of the student as provided by Title IV of Pub.L.90-247, as amended, and Pub.L.93-380 as amended by Senate Joint Resolution 40 (1974), may request a hearing before a panel of three persons appointed by the President of the Kentucky Community and Technical College System. The panel may direct that appropriate action be taken to correct, explain, or expunge the record(s) challenged.

Requests for hearings should be sent to the Records Custodian, Kentucky Community and Technical College System, 300 N Main St, Versailles, KY, 40383 and will be addressed in a timely manner.