



Discover College Student Handbook

***A resource for Concurrent Enrollment and
Dual Enrollment Students***

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OWENSBORO COMMUNITY & TECHNICAL COLLEGE

Mission Statement

To cultivate lifelong learning opportunities through career degree programs, workforce and community development, and transfer-to-baccalaureate degree programs.

Discover College

It's Never Too Early to Think About Your Future! Discover College is a collaborative program between area high schools, regional home school associations, and Owensboro Community and Technical College offering students the opportunity to earn college credit while still in high school. Courses allow students to earn high school and college credit at the same time.

What are you waiting for...jump start your college education by discovering college while in high school!

Accreditation

Owensboro Community and Technical College is accredited to award associate degrees by the Commission on Colleges of The Southern Association of Colleges and Schools.

Contact or call:

The Southern Association of Colleges and Schools-Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone Number: (404) 679-4501

Available On OCTC's Campus:

*Dual Enrollment Students are required to follow OCTC's calendar and attend all scheduled classes (including Spring break, Fall break, and weather delays). Updated OCTC Academic Calendars are available: www.owensboro.kctcs.edu/Academic_Calendar

Go2Work (Dual Enrollment)

Leading to an Associate in Applied Science Degree at OCTC

*College placement guidelines apply to high school students in this program. Students generally attend classes for half a day on OCTC's Main, Downtown or Southeastern campuses. State SEEK funds are used to pay up to 6 hours of tuition per semester in the Fall and Spring. Any hours attempted that exceed 6 will be assessed OCTC's full tuition per credit hour. Students are responsible for obtaining their books and supplies for each individual class.

Go2Transfer (Dual Enrollment)

Credits that apply to a two-year or four-year college degree

*College Placement Guidelines apply to high school students in this program. Students attend classes on OCTC's Main Campus, generally the first period of the day, the last period of the day, or in the evening. Students assume tuition and book costs and must provide their own transportation.

Available In Your High School:

*Concurrent Enrollment Students should follow the calendar of their hosting school.

*To be eligible for concurrent credit, courses must have a minimum of 70% of students enrolled for credit (i.e. 70% of students in the course meet or exceed the college placement guidelines found http://owensboro.kctcs.edu/Admissions/Placement_Testing.aspx).

Go2Work (Concurrent Enrollment)

Leading to an Associate of Applied Science Degree at OCTC

*College Placement Guidelines apply to high school students in this program. College placement guidelines may be found here:

http://owensboro.kctcs.edu/Admissions/Placement_Testing.aspx

Students earn college credit at their high school through classes taught by a qualified high school instructor. Students can receive both high school and college credit for their work. Course selection may vary, depending on the high school. College tuition is waived for these courses, but students are assessed a \$50 administrative fee for up to 6 hours attempted per semester. Any hours attempted that exceed 6 will be assessed OCTC's full tuition per credit hour.

Go2Transfer (Concurrent Enrollment)

Credits that apply to a two-year or four-year college degree

College Placement Guidelines apply to high school students in this program. College placement guidelines may be found here:

http://owensboro.kctcs.edu/en/Admissions/Placement_Testing.aspx

Students earn college credit while attending classes at the high school taught by a qualified instructor. Students assume tuition and book costs. College tuition is waived for these courses, but students are assessed a \$50 administrative fee for up to 6 hours attempted per semester. Any hours attempted that exceed 6 will be assessed OCTC's full tuition per hour.



Concurrent Enrollment Policies and Practices

Concurrent Enrollment students must follow policies of the high school administering the course including attendance, student code of conduct, dress code, etc. For further clarification or questions you may contact the Discover College Coordinator. Your Concurrent Enrollment Instructors and Discover College Advisor can assist with any questions regarding Concurrent Enrollment.

Discover College Concurrent Enrollment Process

1A. Discover College collaborates with the high school partners to establish enrollment visits to each Concurrent Enrollment Program class at the beginning of each semester.

1B. Interested students must either take the ACT or COMPASS test. For more information about COMPASS testing at OCTC call 686-4533.

2. During the Discover College visit to the high school students must complete a paper application and schedule card to reflect their course selection (i.e. ENG 101, MAT 150, PLW 100, CMM 110, AGR 240, etc.). Students that are absent may complete paperwork with their instructor, all applications must be submitted by September 15 each fall and February 15 each spring to OCTC.

3. The high school guidance office provides the student's high school transcript to Discover College for admissions purposes.

4. Upon review of the applications, transcripts, placement scores, and applicable prerequisites for students applying for concurrent course credit, the Discover College Coordinator determines if 70% of the concurrent course students meet or exceed the placement scores required to earn OCTC course credit.

If 70% of the students in the concurrent course do meet placement scores...

If 70% of the students in the concurrent course do NOT meet placement scores...

4A. CEP instructors will verify course roster by October 15 and March 15 each fall to ensure paperwork has processed for all students.

4A. Guidance counselors and CEP instructors are notified the course is no longer considered a concurrent course and no student (regardless of placement scores) will receive credit for the course through OCTC.

4B. Students will be sent bills for their CEP coursework and payment is due upon receipt of the bill. Payment is due no later than October 1 and March 1 for the respective semester. Students may utilize the student identification information on their bill to establish their online accounts with OCTC.

5A. Grades for a CEP course are not posted until the coursework is complete, often after the typical college semester dates. Students that do not receive grades from their high school must login into their OCTC KCTCS User account to view grades. Follow this link to setup an account:
http://owensboro.kctcs.edu/Current_Students/User_Account_Center.

***For more information contact
Dual Credit Coordinator,
Jessica Cecil, at 270.686.4613
or Jessica.cecil@kctcs.edu***

Admissions

High school students are admitted with the permission of their high school. Initial scheduling is done at the high school. Discover College Advisors then work with the student and guidance counselor to complete necessary admissions paperwork. Student's admission and continued participation in OCTC's Discover College program is conditional on the approval of student, home high school, parent, and OCTC.

Testing

Kentucky Senate Bill I (2009) requires college and career readiness for all students.

Concurrent Enrollment students are expected to provide placement scores to receive college credit for all courses starting Fall 2012. The state of Kentucky defines career readiness as the level of preparation a high school graduate needs in order to proceed to the next step in a chosen career, whether that is postsecondary coursework, industry certification, or entry into the workforce. Students are considered college-ready by meeting ACT or Compass benchmarks as found at this website (updated regularly):

http://owensboro.kctcs.edu/en/Admissions/Placement_Testing.aspx.

Concurrent Enrollment students may also visit the Discover College website for a list of courses available for that academic year:

http://www.owensboro.kctcs.edu/en/Academics/Discover_College/Concurrent_Enrollment.aspx.

Placement testing is required of all students taking coursework through OCTC. Students without an ACT score for placement may take the COMPASS test by calling 270-686-4533. The test is administered Monday-Thursday at 9 a.m. and 1:30 p.m., with a 5 p.m. test option available on Thursday evenings and 9 a.m. option on Friday mornings.

In addition to placement scores, all listed prerequisites must have been successfully completed prior to enrollment in a course with a prerequisite requirement. All grades (or applicable AP scores) for prerequisite courses must be received and processed by OCTC by the enrollment deadline of September 15 or February 15.

Academic Advising

Students within Discover College are encouraged to determine their academic major to ensure coursework aligns with an academic plan. For concurrent enrollment students it is strongly encouraged to begin the major exploration process with their guidance counselor and then work to setup and appointment with the Discover College advisor. A full list of academic plans available on OCTC campuses is available at the following link:

http://owensboro.kctcs.edu/en/Academics/Academic_Programs_of_Study/OCTC_Academic_Plans.aspx.

Both dual and concurrent enrollment students may also utilize career resources provided to OCTC students, such as meeting with the OCTC Career and Transfer counselor, Katie Ballard, for career inventories and counseling. Students may email her directly for an appointment at Katie.Ballard@kctcs.edu.

Degrees, Diplomas, & Certificates

To be awarded a diploma or degree a student must be a postsecondary student and satisfy the following requirements.

- Successfully complete the course requirements listed for the credential.

- Pass an exit exam.
- Graduate from high school.

Students exiting prior to satisfying all diploma/degree requirements may be eligible to receive a certificate if all certificate requirements have been completed. A certificate can be awarded once a student graduates from high school.

Credit Transfer

Go2Work courses are classified as technical and not guaranteed to transfer. The Go2Transfer courses offered through the concurrent enrollment program are part of the Kentucky guaranteed transfer framework.

Tuition and Charges

Tuition and other charges for concurrent enrollment courses will be consistent with the tuition rates and policies of KCTCS.

A *100% Dual Credit Tuition Waiver* will be offered to students enrolled in dual credit courses and/or dual credit general education courses in those cases for which the all of the following apply:

- The courses offered for dual credit are taught at the partnering high school, ATC, or CTC;
- The courses offered for dual credit are taught by secondary school teacher; and
- All instructional costs are covered by the secondary school.

Students receiving a *100% Dual Credit Tuition Waiver* will be assessed a KCTCS service charge equating to the administrative expense per semester (e.g., creating and maintaining student records) incurred by KCTCS in offering the dual credit course. The service charge will be designated at the beginning of each fiscal year (July 1) by the KCTCS President. This service charge shall not be waived for any student receiving a *100% Dual Credit Tuition Waiver*.

Summer Session

High School students who attend the OCTC summer session must pay full tuition for that session as these courses are not considered concurrent enrollment.

Reinstatement

A \$75 charge will be assessed for reinstatement of classes for students who do not pay by the payment deadline. Students may begin the reinstatement process by contacting Jessica Cecil at Jessica.Cecil@kctcs.edu.

Academic Progress

Any student enrolled at Owensboro Community and Technical College shall maintain satisfactory progress toward completion of the prescribed competencies in all requirements for a degree, diploma, or certificate program. For students not maintaining satisfactory progress, the student may be put on academic probation (see Academic Probation below) and/or required to return to the home high school to earn credits. For a repeated OCTC course, the highest grade earned is used in calculation of the overall grade point average.

Students with an IEP or a 504 plan must notify OCTC of his or her accommodation and will be provided the modifications as outlined within the plan. The Discover College support specialist

will collaborate with area high school partners to plan and implement the accommodations for on campus students. Home high schools are responsible for concurrent enrollment students.

Grading System

All grades earned for college credit will be submitted to the appropriate local KCTCS college Registrar by the college’s grade submission deadline and transcribed by KCTCS. Acceptable grades are A, B, C, D, or E (failing). Students must follow college procedure to receive a grade of W (withdraw).

Please see the KCTCS Catalog or the instructor’s syllabi for detailed information on the grading system. Grades can be accessed using student ID and password at http://owensboro.kctcs.edu/Current_Students/User_Account_Center.

The KCTCS grading policy will apply to college courses offered for concurrent enrollment credit. KCTCS Senate Rule 3.0.1 - The grading system uses a series of letters, to which are assigned grade point values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

A	<ul style="list-style-type: none"> • Represents exceptionally high achievement • It is valued at four grade points for each credit hour in non-remedial and non-developmental courses
B	<ul style="list-style-type: none"> • Represents high achievement • It is valued at three grade points for each credit hour in non-remedial and non-developmental courses.
C	<ul style="list-style-type: none"> • Represents satisfactory achievement • It is valued at two grade points for each credit hour in non-remedial and non-developmental courses.
D	<ul style="list-style-type: none"> • Represents the minimum achievement for credit • It is valued at one grade point for each credit hour in non-remedial and non-developmental courses.
E	<ul style="list-style-type: none"> • Represents unsatisfactory achievement in a course taken on a Pass-Fail basis • It has no value in computing the grade point average. • Credit may only be obtained by repeating the entire course. • This grade may be used for developmental courses.
W	<ul style="list-style-type: none"> • Represents a withdrawal from class without completing course requirements • A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college.

Withdrawal

Withdrawals must be student initiated, using an official college withdrawal form, and submitted according to the college’s deadline. Otherwise a student will receive the grade they earn. The

forms for withdrawal may be obtained by speaking with the CEP instructor or contacting Jessica Cecil, Discover College Coordinator, by emailing Jessica.Cecil@kctcs.edu.

Academic Integrity

Students are expected to follow the academic policies set forth by KCTCS/OCTC in regards to academic integrity. Academic offenses within academic integrity include plagiarism, cheating, student co-responsibility, and misuse or falsification of student records. 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 of the KCTCS Student Handbook (refer to pages 11-18) found http://www.kctcs.edu/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2010.ashx. Also refer to Appendix A of this document.

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.

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.

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.

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.

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 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 of OCTC 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 by OCTC or any KCTCS college.

Academic Sanctions/Penalties and Academic Appeals

Please refer to the OCTC/KCTCS Code of Conduct found http://www.kctcs.edu/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2010.ashx (Pages 11-18) for more detailed information. A summary table is presented within Appendix A.

Graduation

Students eligible to graduate upon completion of a program are considered summer graduates.

Student Records

The following categories of student records are maintained by Owensboro Community and Technical College:

1. academic records from schools previously attended;
2. scores or results on various standardized tests;
3. degrees awarded;
4. current academic work completed;
5. grades;
6. applications for admission;
7. applications and other data relating to financial aid;
8. class rolls;
9. letters of recommendation;
10. academic advisor notes;
11. attendance data;
12. biographical and identifying information (including name, Social Security number, gender, date of birth, residency and citizenship status, ethnic background, academic major, and military status);
13. medical data;
14. current status;
15. accounts relating to fees;

16. academic offenses;
17. disciplinary offenses;
18. counseling records.

In general, the records maintained by OCTC are only available to the student, to OCTC and KCTCS personnel with legitimate educational interests, to other institutions where the student is seeking financial aid, and as provided by Section 164.283 of the Kentucky Revised Statutes.

However, information may be released 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 also be furnished in compliance with a judicial order or pursuant to a subpoena, or with consent of the student. Please see the OCTC/KCTCS Student Code of Conduct (Appendix I) for additional information regarding the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). FERPA sets forth requirements regarding the privacy of student records and governs release of records maintained by an educational institution and access to those records.

A student who believes that any record, maintained by Owensboro Community and Technical College pertaining directly to that student, is inaccurate, misleading, or otherwise violates the right to privacy of the student as provided by Title IV of Public Law 90.247 as amended, and Public Law 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 challenged.

Requests for hearings should be addressed to: Kentucky Community and Technical College System, 300 North Main Street, Versailles, KY 40383

Records maintained by the college are available only to the student, to the college and to high school personnel with legitimate educational interests. We also know that parents/guardians may want and need to know information as well. A parent/guardian may have access to student records if the student accompanies the parent/guardian to the college to review the records.

A Student has the right through a hearing to challenge the content of any part of his/her record and have the opportunity to request that corrections and deletions be made.

Transcripts of student records are only sent to other postsecondary institutions upon the request and payment of required fees by the student. Grades and transcripts are sent to the student's home high school as long as the student is enrolled in that high school. There is a \$5.00 fee for transcripts that are mailed, a \$7.00 fee for transcripts on demand and a \$10.00 fee for transcripts that must be faxed.

Required Reporting-Partnerships

In compliance with grant funding, such as the National Science Foundation (in accordance with 1869a and 1869b of the title 42 of the United States Code) OCTC must obtain authority from school districts wishing to participate in Discover College Programming via grant opportunities (pre-college education research and development, pilot-testing, evaluation, and revision of

experimental and innovative pre-college curriculum). Additionally, OCTC will make programmatic materials available to all school districts for inspection by school officials, parents/guardians of children engaged in the programming.

OCTC is required by law to collect and report information as outlined in the Michael Minger Act. College officials collect information for reporting purposes from District partners on a yearly basis.

Student Code of Conduct

Students are expected to follow OCTC's Standards for Professional Conduct as outlined by the KCTCS Student Code of Conduct found:

http://www.kctcs.edu/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2010.ashx. Appendix A of this document also provides a breakdown of when Concurrent Enrollment students should begin conversations with their high school guidance counselor or teacher to initiate any inquires about misconduct.

Through this publication, KCTCS recognizes that students have the right to know the circumstances and manner in which disciplinary provisions will be exercised and advises students that such provisions will be enforced. According to the rights found within the United States Constitution, all students will be afforded due process.

**Should issues of misconduct arise, students are encouraged to contact the Vice President of Student Affairs, Kevin Beardmore, at Kevin.Beardmore@kctcs.edu or (270) 686-4504.

Photo/Video Release

As a parent/guardian of an Owensboro Community and Technical College student, I authorize Discover College, Owensboro Community and Technical College, and the Kentucky Community and Technical College System, to use and reproduce photographs/videos of my son or daughter for college publicity and promotional purposes that might be taken at the College. **If you do not wish to have your child participate in this release, you must provide a letter to the Director of Discover College stating such.**

**Jessica Cecil: Discover College Coordinator
Owensboro Community and Technical College
4800 New Hartford Road
Owensboro, KY 42303**

Nondiscrimination Policy

Owensboro Community and Technical College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in admission to programs or activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964,

Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1992, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

Grievance Procedure

Students who feel that they have been discriminated against, sexually harassed by students or employees, and/or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, or marital status in a program and/or activities have the right to file an informal and/or formal complaint as follows (180 days for filing with the Office for Civil Rights and/or filed within 60 days after the other agency has completed its investigation and notified the complainant that it would take no further action. Extensions can be granted by the agency for good reason. The EEO grievance coordinator is:

Lewatis McNeal
Owensboro Community and Technical College
4800 New Hartford Road
Owensboro. KY 42303
Telephone: (270) 852-8607



Dual Enrollment Program Policies and Practices

Dual Enrollment students must follow OCTC policies including attendance, student code of conduct, dress code, etc. Your Dual Enrollment Instructors and Discover College Advisor can assist with any questions regarding Dual Enrollment.

Admissions

High school students are admitted with the permission of their high school. Initial scheduling is done at the high school. Discover College Advisors then work with the student and guidance counselor to complete necessary admissions paperwork. Student's admission and continued participation in OCTC's Discover College program is conditional on the approval of student, home high school, parent, and OCTC.

Testing

Kentucky Senate Bill I (2009) requires college and career readiness for all students. Dual Enrollment students are expected to provide placement scores for admission into a program at OCTC. The state of Kentucky defines career readiness as the level of preparation a high school graduate needs in order to proceed to the next step in a chosen career, whether that is postsecondary coursework, industry certification, or entry into the workforce. Students are considered college-ready by meeting ACT or Compass benchmarks as found at this website (updated regularly): http://owensboro.kctcs.edu/Admissions/Placement_Testing.aspx.

Placement testing is required of all students taking coursework through OCTC. Students without an ACT score for placement may take the COMPASS test by calling 686-4533. The test is administered Monday-Thursday at 9 a.m. and 1:30 p.m., with a 5 p.m. test option available on Thursday evenings and 9 a.m. option on Friday mornings.

In addition to placement scores, all listed prerequisites must have been successfully completed prior to enrollment in a course with a prerequisite requirement. All grades (or applicable AP scores) for prerequisite courses must be received and processed by OCTC by the enrollment deadline of September 15 or February 15.

Academic Advising

Dual Enrollment students require an academic major to ensure their coursework aligns with an academic plan. It is strongly encouraged to begin the major exploration process with their guidance counselor and then work to setup and appointment with the Discover College advisor. A full list of academic plans available on OCTC campuses is available at the following link: http://owensboro.kctcs.edu/en/Academics/Academic_Programs_of_Study/OCTC_Academic_Plans.aspx. Both dual and concurrent enrollment students may also utilize career resources provided to OCTC students, such as meeting with the OCTC Career and Transfer counselor, Katie Ballard, for career inventories and counseling. Students may email her directly for an appointment at Katie.Ballard@kctcs.edu.

Degrees, Diplomas, & Certificates

To be awarded a diploma or degree a student must be a postsecondary student and satisfy the following requirements.

- Successfully complete the course requirements listed for the credential.
- Pass an exit exam.
- Graduate from high school.

Students exiting prior to satisfying all diploma/degree requirements may be eligible to receive a certificate if all certificate requirements have been completed. A certificate can be awarded once a student graduates from high school.

Graduation

Students eligible to graduate upon completion of a program are considered summer graduates.

Credit Transfer

Courses that are classified as technical and not guaranteed to transfer. Please check with the receiving institution on the ability to transfer course credit.

Tuition and Charges

Tuition and other charges for dual credit will be consistent with the tuition rates and policies of KCTCS. Students are also responsible for any required fees, transportation expenses, or other associated costs of materials not provided by the instructor/class. There are scholarship opportunities available to dual credit students through Discover College, including the Mary Jo Young Scholarship Program and postsecondary SEEK funding that is allocated to eligible technical program students. Additionally, some school partners pay courses and/or texts that are a part of special initiatives.

Summer Session

High School students who attend the OCTC summer session must pay full tuition for that session.

Reinstatement

A \$75 charge will be assessed for reinstatement of classes for students who do not pay by the payment deadline. Students may begin the reinstatement process by contacting Jessica Cecil at Jessica.Cecil@kctcs.edu.

Attendance Policy

Attendance is vital to the success of each student. To ensure that the students who complete our program not only have a strong knowledge base in their field of study but also a strong work ethic we must and will enforce attendance policies. Students are required to adhere to the attendance policies set forth by their instructor in the course syllabus. **It is the responsibility of the student to inform his/her faculty member(s) about absentees.**

Inclement Weather/Breaks

If OCTC is closed the students are not required to attend. However, if the high school is closed and OCTC is open, students are expected to be in attendance if they can safely get to campus. This policy includes inclement weather, as well as, spring and fall breaks. This may mean that students have to provide their own transportation during these times. To be notified of all delays and cancellations via email, phone call or text message, students are encouraged to sign up for the KCTCS Safety Notification Alert Process (SNAP) by enrolling here: <http://kctcs.edu/snap>.

Grading

All grades earned for college credit will be submitted to the appropriate local KCTCS college Registrar by the college's grade submission deadline and transcribed by KCTCS. Acceptable grades are A, B, C, D, or E (failing). Students must follow college procedure to receive a grade of W (withdraw).

Please see the KCTCS Catalog or the instructor's syllabi for detailed information on the grading system. Grades can be accessed using student ID and password at http://owensboro.kctcs.edu/Current_Students/User_Account_Center.

The KCTCS grading policy will apply to college courses offered for concurrent enrollment credit. KCTCS Senate Rule 3.0.1 - The grading system uses a series of letters, to which are assigned grade point values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

A	<ul style="list-style-type: none"> • Represents exceptionally high achievement • It is valued at four grade points for each credit hour in non-remedial and non-developmental courses
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D	<ul style="list-style-type: none"> • Represents the minimum achievement for credit • It is valued at one grade point for each credit hour in non-remedial and non-developmental courses.
E	<ul style="list-style-type: none"> • Represents unsatisfactory achievement in a course taken on a Pass-Fail basis • It has no value in computing the grade point average. • Credit may only be obtained by repeating the entire course. • This grade may be used for developmental courses.
W	<ul style="list-style-type: none"> • Represents a withdrawal from class without completing course requirements • A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college.

Withdrawal

Withdrawals must be student initiated, using an official college withdrawal form, and submitted according to the college's deadline. Otherwise a student will receive the grade they earn. The forms for withdrawal may be obtained by speaking with the instructor of the course or contacting Jessica Cecil, Discover College Coordinator, by emailing jessica.Cecil@kctcs.edu. Discover College students must abide by the dates for official withdrawal found on the Academic Calendar http://owensboro.kctcs.edu/Academics/Academic_Calendar.aspx.

Reporting of High School Grades

Letter grades are reported to the home high school at the end of each semester. The letter grade is based on the Owensboro Community and Technical College's faculty/instructor course syllabus. Students may access their grades online at

http://owensboro.kctcs.edu/Current_Students/User_Account_Center.

Academic Integrity

Students are expected to follow the academic policies set forth by KCTCS/OCTC in regards to academic integrity. Academic offenses within academic integrity include plagiarism, cheating, student co-responsibility, and misuse or falsification of student records. 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 of the KCTCS Student Handbook (refer to pages 11-18) found http://www.kctcs.edu/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2010.ashx. Also Appendix A of this document.

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.

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.

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.

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.

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 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 of OCTC 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 by OCTC or any KCTCS college.

Academic Sanctions/Penalties and Academic Appeals

Please refer to the OCTC/KCTCS Code of Conduct found http://www.kctcs.edu/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2010.ashx (Pages 11-18) for more detailed information. A summary table is presented within Appendix A.

Student Records

The following categories of student records are maintained by Owensboro Community and Technical College:

1. academic records from schools previously attended;
2. scores or results on various standardized tests;
3. degrees awarded;
4. current academic work completed;
5. grades;
6. applications for admission;
7. applications and other data relating to financial aid;
8. class rolls;
9. letters of recommendation;
10. academic advisor notes;
11. attendance data;
12. biographical and identifying information (including name, Social Security number, gender, date of birth, residency and citizenship status, ethnic background, academic major, and military status);
13. medical data;
14. current status;

15. accounts relating to fees;
16. academic offenses;
17. disciplinary offenses;
18. counseling records.

In general, the records maintained by OCTC are only available to the student, to OCTC and KCTCS personnel with legitimate educational interests, to other institutions where the student is seeking financial aid, and as provided by Section 164.283 of the Kentucky Revised Statutes.

However, information may be released 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 also be furnished in compliance with a judicial order or pursuant to a subpoena, or with consent of the student. Please see the OCTC/KCTCS Student Code of Conduct (Appendix I) for additional information regarding the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). FERPA sets forth requirements regarding the privacy of student records and governs release of records maintained by an educational institution and access to those records.

A student who believes that any record, maintained by Owensboro Community and Technical College pertaining directly to that student, is inaccurate, misleading, or otherwise violates the right to privacy of the student as provided by Title IV of Public Law 90.247 as amended, and Public Law 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 challenged.

Requests for hearings should be addressed to: Kentucky Community and Technical College System, 300 North Main Street, Versailles, KY 40383

Records maintained by the college are available only to the student, to the college and to high school personnel with legitimate educational interests. We also know that parents/guardians may want and need to know information as well. A parent/guardian may have access to student records if the student accompanies the parent/guardian to the college to review the records.

A Student has the right through a hearing to challenge the content of any part of his/her record and have the opportunity to request that corrections and deletions be made.

Transcripts of student records are only sent to other postsecondary institutions upon the request and payment of required fees by the student. Grades and transcripts are sent to the student's home high school as long as the student is enrolled in that high school. There is a \$5.00 fee for transcripts that are mailed, a \$7.00 fee for transcripts on demand and a \$10.00 fee for transcripts that must be faxed.

Required Reporting-Partnerships

In compliance with grant funding, such as the National Science Foundation (in accordance with 1869a and 1869b of the title 42 of the United States Code) OCTC must obtain authority from school districts wishing to participate in Discover College Programming via grant opportunities

(pre-college education research and development, pilot-testing, evaluation, and revision of experimental and innovative pre-college curriculum). Additionally, OCTC will make programmatic materials available to all school districts for inspection by school officials, parents/guardians of children engaged in the programming.

OCTC is required by law to collect and report information as outlined in the Michael Minger Act. College officials collect information for reporting purposes from District partners on a yearly basis.

Photo/Video Release

As a parent/guardian of an Owensboro Community and Technical College student, I authorize Discover College, Owensboro Community and Technical College, and the Kentucky Community and Technical College System, to use and reproduce photographs/videos of my son or daughter for college publicity and promotional purposes that might be taken at the College. **If you do not wish to have your child participate in this release, you must provide a letter to the Director of Discover College stating such.**

**Jessica Cecil: Discover College Coordinator
Owensboro Community and Technical College
4800 New Hartford Road
Owensboro, KY 42303**

Student Code of Conduct

Students are expected to follow OCTC's Standards for Professional Conduct as outlined by the KCTCS Student Code of Conduct found:

http://www.kctcs.edu/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2010.ashx. The OCTC/Kentucky Community and Technical College System Student Code of Student Conduct serves as a means of communicating to the student the rights, responsibilities, and obligations of being a member of the college community.

Today's student is at the college as a member of a community of students seeking to acquire and communicate knowledge. So long as the student's conduct in and out of the classroom does not infringe on the rights of other such students, the college should not exercise its power to either condemn or condone. The concern of the college is to provide facilities and opportunities for those who seek knowledge.

By this publication of the code governing student conduct, the KCTCS recognizes that students have the right to know the circumstances and manner in which disciplinary provisions will be exercised and advises students that such provisions will be enforced. According to the rights found within the United States Constitution, all students will be afforded due process.

**Should issues of misconduct arise, students are encouraged to contact the Vice President of Student Affairs, Kevin Beardmore, at Kevin.Beardmore@kctcs.edu or (270) 686-4504.

General Regulations Concerning Student Behavior link to student code of conduct

Students are required to maintain accepted standards of conduct which include courtesy, respect for the rights of others, and orderly behavior. Students who fail to do so will be subject to disciplinary action.

Students are responsible for knowing the college's regulations, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal statutes and legal action, in addition to the college's regulations and disciplinary system.

Student Penalties and Sanctions

The college has the authority to penalize or impose sanctions on students who violate college regulations. In determining possible sanctions, the college shall consider such matter as the nature of the particular offense, the welfare of the student and the college community, and the prior disciplinary record of the student. Sanctions are listed and explained in this section. In addition to these sanctions, other sanctions, as appropriate for a particular case, may be imposed. Creative sanctions that are designed to be educational in nature may be imposed in place, along with or above any of the below sanctions.

Reprimand: official written or oral statement to the student that he or she is guilty of violating a college regulation. A reprimand warns that any further such actions may result in a more severe sanction.

Restitution: Compensation to the college for damages to college property.

Social Probation: Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.

Educational Sanction: An educational sanction requiring attendance or participation in pre-arranged class, program, or activity designed to prevent or deal with high-risk behavior.

Counseling: Student may be referred to counseling evaluation on appointment by Counseling Services.

Eviction: Forced removal from a classroom or other college property.

College Probation: Status that carries a severe warning that any further violation of college regulations that may result in suspension or expulsion. This may include restrictions of privileges for a specified period of time.

Suspension: Forced withdrawal from the college for a specified period of time or until stated conditions have been met as determined by the Director or Judicial Council.

Immediate Suspension: A student may be suspended immediately when: In the judgment of the Dean or designee, the presence of the student poses a serious threat to persons and/or

property provided informal opportunity is first given to the student, except in the case of exigent circumstances, to discuss the matter and possible resolution.

The student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders from the Dean or designee.

When such suspension is involved, the student must leave the campus immediately, students refusing to do so will be removed by law enforcement authorities and charged with trespassing. When a student is placed on immediate suspension, the appeals process will be given within (7) school days.

Expulsion: Permanent, forced withdrawal from the college as determined by the College Judicial Council.

Contact the Office of Student Affairs at any OCTC Campus for a copy of the Code of Student Conduct or visit www.octc.kctcs.edu/sunrise.

Cell Phones

Cell phones must be turned off while the student is in the classroom or lab.

Dress Codes

Each student enrolled at Owensboro Community and Technical College is expected to dress appropriately for his/her program. Acceptable dress for each program may be modified because of safety factors and the nature of classroom activities. Failure to adhere to this policy could result in suspension from Owensboro Community and Technical College. **Some programs require uniforms.**

Safety

A student is required to study general safety rules pertinent to the college and the program in which he/she is enrolled. A student who violates or fails to abide by any college program safety rules is subject to disciplinary action. Safety precautions include but are not limited to the following:

1. Helmets must be worn where hard type head protection is required.
2. Safety glasses must be worn at all times in most shops but always when operating any equipment and/or using chemicals that require eye protection.
3. Shop clothing must be worn in heavy work areas; such as Welding, Diesel, and Automotive.
4. Hair must be either of a length that does not present a safety hazard or must be restrained.

Accident Reporting Procedures

If a student is involved in an accident the student is not to leave the building to go to the doctor's office unless the student notifies the faculty member or the office.

If a student is involved in an accident at OCTC that requires medical services, he/she should file a claim with his/her primary insurance company. The college also requires that an accident report be completed by the faculty member.

Driving/Parking Policy

Students who drive to Owensboro Community and Technical College are expected to operate their vehicles in a safe and prudent manner. High school students must have the permission of the home high school and their parents/guardians to be considered eligible to drive to campus.

PARKING IN AN UNAUTHORIZED AREA WILL RESULT IN A TICKET.

1. Students may not park in visitor or staff parking spaces, non-parking areas, or fire lanes.
2. Students with a disability-parking permit may use the designated disabled parking spaces.

Tobacco Use Policy

No tobacco product use of any kind is permitted by any person on the campus of Owensboro Community and Technical College. Owensboro Community and Technical College campus are SMOKE FREE CAMPUSES. High school students are not permitted to smoke on OCTC property - INCLUDING THE PARKING LOTS.

Medication Policy

Owensboro Community and Technical College does not dispense medication.

Sexual Harassment

Owensboro Community and Technical College is committed to providing a learning environment free from sexual harassment. Therefore all staff and students of the college shall avoid offensive or inappropriate sexually harassing behaviors and shall be held responsible for assuring compliance with this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a term or condition of employment or the learning environment. Sexual harassment occurs when submission to or rejection of the conduct is used as a basis for employment or academic decisions; or when sexual conduct has the purpose of substantially interfering with a person's work or academic performance; or when sexual conduct creates an intimidating, hostile, or offensive environment.

Examples of sexual harassment include the following: unwanted physical contact, sexually suggestive comments, conduct, clothing, objects, or media materials; offensive remarks of a sexual nature; sexual assault; unwelcome requests for sexual favors; visual displays of degrading sexual images; humor or jokes about sexually-related topics; sexually suggestive gestures or sounds; graffiti about a person's sexuality; sexual ridicule; and derogatory stereotyped comments.

Retaliation Prohibited:

Retaliation against staff or students for reporting sexual harassment or assisting in the investigation of a complaint will not be tolerated and will result in disciplinary action.

Investigation and Disciplinary Action:

Owensboro Community and Technical College investigates all complaints. If investigations confirm the allegations, disciplinary action will be taken, up to and including dismissal and expulsion. However, if, after investigating, the college learns that the complaint is not in good faith or that a staff member or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

Reporting:

Any complaints of sexual harassment from the staff or students are to be reported to campus EEO coordinator, Lewatis McNeal, the college counselors; teachers; registrar; or the college administrator.

Nondiscrimination Policy

Owensboro Community and Technical College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in admission to programs or activities or employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1992, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

Grievance Procedure

Students who feel that they have been discriminated against, sexually harassed by students or employees, and/or denied an opportunity because of their race, color, national origin, sex, disability, age, religion, or marital status in a program and/or activities have the right to file an informal and/or formal complaint as follows (180 days for filing with the Office for Civil Rights and/or filed within 60 days after the other agency has completed its investigation and notified the complainant that it would take no further action. Extensions can be granted by the agency for good reason. The EEO grievance coordinator is:

Lewatis McNeal
Owensboro Community and Technical College
4800 New Hartford Road
Owensboro, KY 42303
Telephone: (270) 852-8607

Integrated Pest Management Program

The College participates in an Integrated Pest Management Program to safely and efficiently control insects and other pests.

The Integrated Pest Management (IPM) Program is a strategy of controlling pests by combining biological, chemical, cultural, mechanical, and physical control methods in a way that minimizes economic, health, and environmental risks.

There will be an IPM application applied on each campus the third Monday of each month. Material Safety Data Sheets (MSDS) for any IPM application that may be used on the campuses is available for review in the Student Services Office at each campus. If any individual would like an advance notification of an IPM application, please contact the administration office.

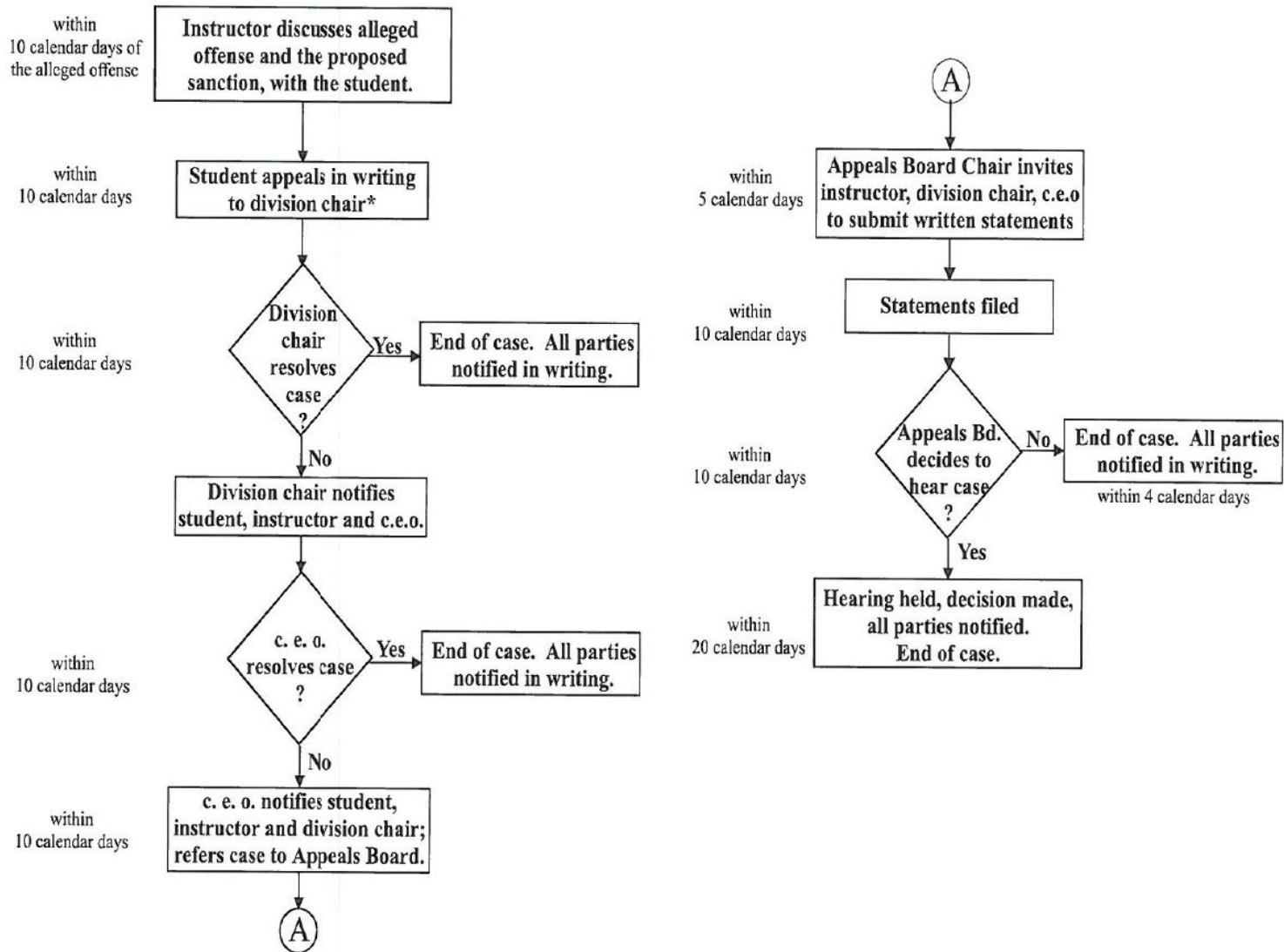
Appendix A

The KCTCS/OCTC Student Code of Conduct is available at this link:

http://www.kctcs.edu/students/admissions/academic_policies/~media/System_Office/Academics/StudentCode2010.ashx. Students are encouraged to become aware of the policies and procedures. The below chart assists students in determining when to begin the process for petitioning any rights that may have been violated through their dual credit course.

KCTCS Policy-Student Code of Conduct	Concurrent Enrollment Relevance	Dual Enrollment Relevance
Fundamental Rights of Students-KCTCS 1.2	The secondary school policy remains top priority with the KCTCS procedure in place for grievances or appeals as necessary and applicable.	Students adhere to all on campus policies and procedures. It is recommended students utilize their Discover College Advisor to begin addressing any concerns.
Provisions of the Family Educational Rights and Privacy Act of 1974-KCTCS 1.4	Adherence to this policy remains compliant with KCTCS as also outlined in the Discover College Student Handbook.	Adherence to this policy remains compliant with KCTCS as also outlined in the Discover College Student Handbook.
Academic Honesty-KCTCS 2.1	Students must adhere to these policies as outlined by KCTCS.	Students must adhere to these policies as outlined by KCTCS.
Academic Rights-KCTCS 2.2	Students must adhere to these policies as outlined by KCTCS.	Students must adhere to these policies as outlined by KCTCS.
Academic Offenses-KCTCS 2.3 includes <i>plagiarism, cheating, and falsification of records</i>	Students must adhere to these policies as outlined by KCTCS but may also be subject to the policies established within their high school.	Students must adhere to these policies as outlined by KCTCS.
Student Appeals and Responsibilities-KCTCS 2.4	Students should follow the established process by their high school and KCTCS concurrently.	Students should follow the established process by KCTCS.

Appeals in Cases of an Alleged Student Academic Offense



Appendix B

Definition of Terms

CEP	Concurrent Enrollment Program
COMPASS	Computer-adaptive college placement test developed by ACT. This is used for placing students into a course at the college when ACT scores are either unavailable or do not meet college readiness benchmarks established by the state.
KCTCS	Kentucky Community and Technical College System
KDE	Kentucky Department of Education
KHEAA	Kentucky Higher Education Assistance Authority
KOCTE	Kentucky Office of Career and Technical Education
OCTC	Owensboro Community and Technical College
Peoplesoft	The grading and student data tracking system utilized by Owensboro Community and Technical College.
SACS	Southern Association of Colleges and Schools