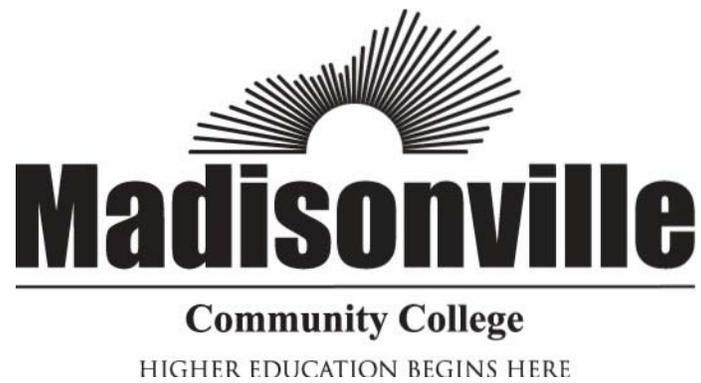


# Adjunct Faculty

## Handbook



**2010-2011**

## TABLE OF CONTENTS

INTRODUCTION .....	1
KCTCS MISSION STATEMENT.....	4
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM CATALOG.....	5
LIST OF FACULTY AND STAFF.....	5
GETTING INVOLVED IN THE COLLEGE .....	5
INFORMATION FOR ADJUNCT FACULTY MEMBERS.....	5
ACADEMIC FREEDOM OF FACULTY MEMBERS.....	5
ABSENCE OF INSTRUCTOR.....	6
ACADEMIC OFFENSES.....	6
ASSESSMENT CENTER.....	6
ASSESSMENT AND PLACEMENT POLICY.....	6
BOOKS AND BOOKSTORE.....	7
CALENDAR.....	7
CANCELLATION OF CLASSES AND SNOW POLICY.....	7
CLASS ROSTERS AND CLASS ATTENDANCE.....	8
EARLY ALERT.....	9
GRADES.....	9
COMPENSATION, CONTRACTS AND FUTURE OPPORTUNITIES .....	10
COMPUTER ACCESS/EMAIL ACCOUNTS .....	11
COPYRIGHT ISSUES.....	11
DISTANCE LEARNING.....	13
EMERGENCIES.....	13
FIELD TRIPS.....	16
GENERAL EDUCATION REQUIREMENTS AND COURSE COMPETENCIES.....	16
GLEMA MAHR CENTER FOR THE ARTS.....	17
GRADES AND STUDENT CONFIDENTIALITY.....	17
IMPORTANT TELEPHONE AND FAX NUMBERS.....	18
KEYS.....	18
LIBRARIES.....	18
MAILBOXES AND MESSAGES.....	22
OFFICE SPACE .....	22
PARKING.....	22
PROFESSIONAL DEVELOPMENT.....	22
PROGRAMS.....	23
SECURITY.....	23
STUDENT ACADEMIC ASSISTANCE PROGRAMS.....	24
SUPPLIES, EXAMINATION COPIES, AND COPYING SERVICES.....	26
SYLLABI.....	26
COURSE EVALUATIONS.....	26
TRAVEL POLICIES AND PROCEDURES.....	27
USE OF COLLEGE VEHICLE OR PERSONAL VEHICLE .....	27
HOW TO RESERVE A COLLEGE VEHICLE.....	27

## APPENDICES

MCC ACADEMIC AFFAIRS.....	APPENDIX A
STUDENT CODE OF CONDUCT .....	APPENDIX B
MCC 2010-11 CALENDAR.....	APPENDIX C
STUDENT REPORT FORM.....	APPENDIX D
HEALTH CLAIM FORM .....	APPENDIX E
FIELD TRIP INFORMATION FORM .....	APPENDIX F
FIELD TRIP RELEASE FORM.....	APPENDIX G
MCC 2010-11 ACADEMIC PROGRAMS.....	APPENDIX H
SYLLABUS CRITERIA .....	APPENDIX I
SYLLABUS GUIDE/CHECKLIST .....	APPENDIX J
WORKER'S COMPENSATION IA-1 .....	APPENDIX K
NEW STUDENT ACCIDENT CLAIM.....	APPENDIX L

Dear Adjunct Faculty:

On behalf of Madisonville Community College, I want to thank you for your willingness to offer your talents and your experience to our students. Adjunct faculty are a very valuable part of the educational experience at MCC.

In fact, MCC plans to build on what we started last year in the areas of professional development and encouraging all our faculty to use active learning classroom strategies. This will be a main focus of the academic division's meeting in August for adjunct faculty. I invite each of you to examine how you can get off on the best possible foot with your students, this fall at the first class meeting by:

- Making it a point to meet the entire scheduled time for the class;
- Creating a positive first impression of yourself by keeping in mind that communications experts emphasize how lasting impressions can be based on first impressions;
- Outlining course goals and expectations through a thorough review of the course syllabus;
- Conducting an activity that introduces students to each other;
- Introducing students to some of the course material;
- Reassuring students on the value of the course.

I encourage you to take advantage of the many support services available to you through the college. Many of those are listed in the Adjunct Faculty Handbook. I also encourage you to contact your division chair, program coordinator or division secretary if you have any questions.

Sometimes you may not be certain about how to contact the college. Perhaps the most useful number is that of the operator on the North Campus. The switchboard operator's direct line is 270-821-2250.

My office is always open to you. You may e-mail me at [deborah.cox@kctcs.edu](mailto:deborah.cox@kctcs.edu). I also encourage you to contact your division chair/program coordinator or [George Humphreys](#), the college's Extended Campus Director. His direct number at the Muhlenberg County Campus is 270-824-1723 and the toll free number to his office is 1-877-659-0819. His email address is <mailto:george.humphreys@kctcs.edu>.

Sincerely,

Dr. Deborah M. Cox  
Chief Academic Affairs Officer  
Madisonville Community College

# INTRODUCTION

## About the Madisonville Community and Technical College District and Madisonville Community College

The current Madisonville Community College has a significant institutional history. Simply put, it can be viewed as the consolidation of two separate institutions serving the area. Madisonville Community College began offering classes in fall 1968 as a member of the University of Kentucky Community College System. At the start of MCC was primarily a post-secondary institution designed to prepare students to transfer to a four-year institution.

Madisonville Technical College, formerly part of Kentucky TECH – Madisonville, provided technical education for over thirty years. For the majority of the time period, the Technology Campus and the Health Campus (which did not include the registered nurse program that was part of the community college) offered a wide variety of training options in the industrial and health technology fields.

In May 1997, the Kentucky General Assembly enacted the Kentucky Postsecondary Education Improvement Act which established the Kentucky Community and Technical College System (KCTCS). This act transferred the governance of the community colleges from UK to KCTCS and the technical colleges the from Workforce Development Cabinet to KCTCS.

On July 14, 1999, Dr. Judith Rhoads, President of Madisonville Community College announced the consolidation of Madisonville Technical College and Madisonville Community College. For many years, these institutions had worked together to provide quality educational opportunities for the citizens of western Kentucky. The consolidation creates a stronger, more community-responsive institution under the name of Madisonville Community College. The college is accredited by the Southern Association of Colleges and Schools (SACS). The college was reaccredited in fall 2007.

A brief overview of the college and its organization may be useful to the adjunct faculty. From a physical perspective, there are three campuses of MCC, two of which are in Madisonville and one in Muhlenberg County. The [North Campus](#) in Madisonville is where the President's office and those of the student affairs and academic affairs deans are located. The buildings on this campus are the John H. Gray, the Joe C. Davis Science and Technology Building, the Learning Resource Center, the Glema Mahr Center for the Fine Arts, and the newest building, the Brown Badgett, Sr. Energy and Advanced Technology Building on the North Campus.

The nursing and allied health programs are located on the [Health Campus](#) near the Trover Clinic and the Regional Medical Center. The two buildings on that campus are the Hatley Building and the Academic Building. The college's applied tech programs, previously located at the tech Campus on the west side of Madisonville are now in the Brown Badgett, Sr. Advanced Energy and Technology Center on the North Campus.

Planning for a Madisonville Regional Postsecondary Education Center on the North Campus is underway. When completed, it will be the host for various Murray State University and other college's bachelor and post-graduate classes at Madisonville.

Finally, the newest campus is the [Muhlenberg County Campus](#) in Central City. It has one building, the P.A. and Pauline Shaver Education Center, but is expected to expand in the next decade. Students can take their general education classes there to transfer to a four-year school or prior to working on one of many programs offered in Madisonville.

In addition to the office of the President of MCC there are four major administrative units of the college. These are:

<b><u>UNIT</u></b>	<b><u>ADMINISTERED BY</u></b>
<b>Academic Affairs</b>	<b>Deborah Cox, Chief Academic Affairs Officer</b>
<b>Business Affairs</b>	<b>Ray Gillaspie, Chief Business Affairs Officer</b>
<b>Student Affairs</b>	<b>Jay Parrent, Student Affairs Dean</b>
<b>Workforce Solutions (formerly the Community and Economic Development Office)</b>	<b>Mike Davenport, Director</b>

The MCC home page ([www.madisonville.kctcs.edu](http://www.madisonville.kctcs.edu)) contains a wealth of information about the various offices at the college.

## **Organizational Chart for Academic Affairs at Madisonville Community College**

The organization chart for the Academic Affairs Unit at Madisonville Community College may be found in [Appendix A](#). Within the Academic Affairs Office is the Chief Academic Affairs Officer and six academic divisions led by division chairs. The Learning Resource Center and the Trover Library are part of the Academic Affairs Office.

<b><u>DIVISION</u></b>	<b><u>DIVISION CHAIR</u></b>
<b>Allied Health Division</b>	<b>Karol Conrad</b>
<b>Applied Technology Division</b>	<b>Darlana Gallegos</b>
<b>Humanities Division</b>	<b>Scott Vander Ploeg</b>
<b>Natural Sciences Division</b>	<b>John Lowbridge</b>
<b>Nursing Division</b>	<b>Patty Simmons</b>
<b>Social Sciences Division</b>	<b>Chet Cunningham</b>

## **KCTCS Mission Statement**

The mission of the Kentucky Community and Technical College System (KCTCS) is to improve the quality of life and employability of the citizens of the Commonwealth by serving as the primary provider of the following services:

- Certificate, diploma, technical degree, associate degree technical and transfer programs
- Workforce training to meet the needs of existing and new businesses and industries
- Remedial and continuing education
- Short-term, customized training for business and industry
- Adult education
- Associated services.

## **Mission Statement for Madisonville Community College**

Madisonville Community College (MCC), a member of the Kentucky Community and Technical College System, is a public comprehensive community college in the counties surrounding Madisonville Community College. It is the [mission](#) of Madisonville Community College:

- To offer curricula for the first two years of a baccalaureate program which lead to the awarding of the Associate of Arts or Associate in Science degree. These degrees are transferable to all colleges and universities, public and private, in the Commonwealth;
- To offer curricula for two-year, career oriented programs which lead to the Associate in Applied Science degree and which prepare students for immediate technical or semi-professional employment;
- To offer curricula for technical diploma and certificate level programs which are not necessarily intended for transfer and which are designed to meet the changing demands of business and industry;
- To offer courses in developmental education, adult basic education and workplace essential skills training, which prepare participants to be successful at the postsecondary level and in the workplace;
- To provide customized training services to Kentucky employers; and
- To provide continuing education, professional development and personal enrichment opportunities to the public, and arts appreciation and arts education opportunities for the region...all for the purpose of encouraging life-long learning and improving the quality of life, knowledge, and skills of Kentucky workers and citizens.

## **Kentucky Community and Technical College System Catalog**

The KCTCS catalog is now posted online at: <http://www.legacy.kctcs.edu/catalog/>.

The catalog is a useful compilation regarding certificate, diploma, and degree programs offered through KCTCS and its constituent institutions. The catalog also provides a complete list of KCTCS courses and useful information about the system.

### **List of Faculty and Staff**

A complete listing of MCC faculty and staff may be found in the “Campus Directory” which will be disbursed by the Human Resources Department during the Adjunct Faculty Dinner. Home addresses and telephone numbers are in this directory, but that information is not shared with the public or students.

### **Getting Involved in the College**

Adjunct faculty have a standing invitation to any professional development activity offered on campus. If you would like to participate on the Professional Development Committee, please inform your Division Chair. Student Government often sponsors student activities. Check the flyers posted around the college or monitor the MCC website for events that interest you. Many times, faculty are able to obtain discounted tickets. Watch your emails for such opportunities. Also, the college’s website, [www.madisonville.kctcs.edu](http://www.madisonville.kctcs.edu), is a good source for more information about college events.

## **INFORMATION FOR ADJUNCT FACULTY MEMBERS**

### **ACADEMIC FREEDOM OF FACULTY MEMBERS**

It is the policy of the college to maintain and encourage within the law full freedom of inquiry, discourse, teaching, research and publication and to protect members of the academic staff against influences, from inside or outside the college, which will restrict them in the exercise of these freedoms in their areas of scholarly interest. Instructors and students shall be permitted and encouraged to investigate any theory, challenge any premise, engage in political and social debate, and to express their dissent, without jeopardy to their academic careers, provided their behavior is not in violation of the law and does not interfere with the normal operation of the educational programs of the college. In their roles as citizens, faculty members have the same freedoms as other citizens, without institutional censorship or discipline, although they should be mindful that accuracy, forthrightness, and dignity benefit their association with the college and their positions as scholars. When faculty members speak or write as citizens, they should indicate that they are not speaking for the college.

Like other citizens, faculty members are free to engage in political activities so far as they are able to do within the law consistent with their obligations as teachers and scholars. When necessary, leaves of absences without pay may be given for the duration of an election campaign or a term of office, provided that there has been timely application for leave and that the requested leave is limited to a reasonable period of time. The terms of a leave of absence for this purpose shall be set forth in writing.

## **ABSENCE OF INSTRUCTOR**

Sufficient notice of anticipated absence should be given to both the appropriate Division Chair and the Office of Academic Affairs so that other arrangements may be made for meeting the class. In the case of an emergency, it is imperative that the Office of Academic Affairs be notified at least one hour before the class is scheduled. More notice allows time for students to be contacted. Only the President of MCC or a designee can authorize the cancellation of a class. For classes taught at extended campus sites, faculty should also contact the Extended Campus Director. Faculty are also expected to meet their classes for the entire time that they are scheduled. Courses are designed to use the contact hours allotted them.

## **ACADEMIC OFFENSES**

Faculty may encounter problems arising from students conduct such as plagiarism, or a variety of behavioral concerns. These are governed by the KCTCS Student Code of Conduct. Infractions should be reported as they occur to the Dean of Student Affairs at MCC. The Student Code of Conduct also gives students rights to seek redress for faculty related grievances.

The [KCTCS Student Code of Conduct](#) can be accessed on the MCC website.

## **ASSESSMENT CENTER**

The Assessment Center is located at 100 School Avenue in Madisonville, Kentucky. It provides a variety of assessment and remedial services for potential students and current students. Examinations given at the Assessment Center include the Career Planning Program (CPP), COMPASS, College-Level Examination Program (CLEP), and correspondence study programs for other colleges and universities. Other examinations given include the GED (General Educational Development) Test, State Merit System examinations for the Department of Personnel, and ACT PEP (Proficiency Examination Program). The ASSET test is administered by the Career Academic Placement Center.

## **ASSESSMENT AND PLACEMENT POLICY**

With the guidance of the Council on Postsecondary Education (CPE), the Kentucky Community and Technical College System has developed a mandatory policy on assessment and placement of students. The KCTCS policy ensures students have the minimum academic skills essential for success.

In keeping with that commitment, the KCTCS policy:

- Provides minimum standards for placement of students in college-level courses
- Ensures that under-prepared students receive the remedial courses needed to maximize their success
- Implements a monitoring system that tracks the academic progress of students

Students enrolling in KCTCS colleges for the purpose of earning credit applicable toward an educational credential (certificate, diploma, and associate degree) must demonstrate through the submission of scores on specified assessment instruments that they possess the minimum

academic skills essential for success. Students who do not demonstrate these academic skills must remedy the identified skill deficiencies prior to enrolling in entry-level courses for which those skills are essential.

This assessment and placement policy applies to:

- Students who enroll in a KCTCS college for the first time in fall 2001 semester or later for the purpose of earning an educational credential (certificate, diploma, or associate degree);
- Students who transfer from a non-KCTCS institution and who have not demonstrated academic skills appropriate for the educational credential they seek, either through assessment results or successful completion of relevant entry-level courses;
- Students who decide to earn an educational credential subsequent to their enrollment as a non-credential seeking student and who have not demonstrated the academic skills appropriate for the educational credential they seek.

## **BOOKS AND BOOKSTORE**

Textbooks for each course taught at MCC are adopted through their respective academic divisions. The division chairs will provide adjunct faculty with complimentary desk copies for their use. Textbook publishers frequently also prepare test banks and supplemental electronic materials to aid instructors. The [bookstore](#) located on the first floor of the John H. Gray Building on the North Campus can assist adjunct faculty in obtaining information on how to contact publisher's representatives knowledgeable about these resources.

The MCC bookstore, as are all KCTCS bookstores, is operated by Barnes & Noble Booksellers. The textbook purchasing procedures are published in the MCC printed schedule and area also found on-line. Students may order their textbooks on-line through <http://kctcs/bncollege.com> using a credit card or financial aid or by calling the bookstore at (270) 821-1874.

## **CALENDAR**

[The MCC calendar for the 2010-11 academic year is online.](#) All classes follow that calendar, except that dual credit classes meeting at high schools or area technology centers which are taught exclusively by high school or ATC faculty for high school students will follow the local school calendar for breaks.

## **CANCELLATION OF CLASSES AND SNOW POLICY**

Classes will be held at the college unless otherwise announced via local commercial broadcasting stations. No instructor may dismiss classes without prior permission of the Dean of Academic Affairs. Only the President of MCC has the authority to cancel or delay classes for the college. However, if a local school system cancels or the Crittenden Ed Tech Center closes then college classes taught at those facilities will also be cancelled due to weather or other extenuating circumstances--because MCC does not control those facilities. However, local

school closings do not apply to MCC classes. Adjunct faculty and staff can register for this system at <http://legacy.kctcs.edu/snap>. Snap announcements will be posted to cell phones, via text messages.

SNAP, an automated alert system for KCTCS, permits faculty and students to receive emergency messages from their cell phones about closings and other matters if they wish to participate.

If a MODIFIED class schedule is implemented due to temporary conditions, this decision will be announced on radio and television **by 7 a.m.** If evening classes (4:30 p.m. and after) are to be cancelled, this announcement will be made **by 3 p.m.** Snow policy announcements will be made on the following stations:

### **Inclement Weather List**

#### **Madisonville**

**WKTG (93.9 FM)**  
**WFMW (730 AM)**  
**WWKY (WHRZ) (97.7 FM)**  
**WYMV (106.9 FM)**  
**WTTL (1310 AM)**

#### **Owensboro**

**WBKR (92.5 FM)**

#### **Paducah**

**WKYQ (93.3 FM)**  
**WDDJ (96.9 FM)**

#### **Hopkinsville**

**WHOP (98.7 FM)**  
**WHOP (1230 AM)**

#### **Evansville TV**

**WEHT (ABC 25)**  
**WTVW (Fox 7)**

#### **Bowling Green TV**

**WBKO (ABC 13)**

#### **Paducah TV**

**WPSD (Channel 6)**

You can also get information on the Web at <http://www.cancellations.com>

### **CLASS ROSTERS, CLASS ATTENDANCE, EARLY ALERT SYSTEM, AND GRADING**

A substantial percentage of MCC students receive some form of government financial aid. This is a great benefit to students, many of whom would not be able to attend college. However, the college is obligated to make certain that students are not abusing the system by not attending their classes.

Twice during the semester, the Admissions Office will distribute official class rosters. These rosters should be checked against class attendance. All discrepancies (e.g., students who attend class regularly and are not on the roster, students who do not attend class regularly and are on the roster, etc.) should be reported immediately to the Admissions Office. If you need assistance obtaining class rosters, the Division Secretary can assist you.

Madisonville Community College is required to return to the U.S. Department of Education (DOE) a percentage of the funds dispersed to students who:

1. are awarded financial aid yet never attend classes
2. make all "E" grades

3. completely withdraw from college prior to the tenth week of classes.

The U.S. Department of Education states that a student must remain enrolled for at least 60 percent (approximately 10 weeks) of the semester. Students withdrawing prior to the 60 percent mark will be required to pay back a percentage of their Title IV financial aid funds.

In order to reduce the amount of money that the college is required to return to the DOE, MCC has established the following monitoring process:

1. On the first day of classes, instructors will be provided their first official class roster along with another roster printed on green paper. Instructors are requested to mark on the green sheet the **students who have not attended the first two class sessions or the first evening class for night courses meeting once a week**. Return this immediately to the Financial Aid Office. The Financial Aid Office will then cancel the aid of those students prior to disbursement.
2. Instructors are requested to notify the Financial Aid Office of any students missing three (3) consecutive class sessions. Once the Financial Aid Office is notified that a student has missed 3 consecutive class sessions, they will be contacted via telephone and through the student electronic mail system and informed of the consequences of not officially withdrawing.
3. After the tenth week of the semester (60% of class time), students who have not been attending their classes will be notified to do an official withdrawal in the Registrar's Office. These students will then fall below the number of required hours completed to receive further financial aid without writing a letter of appeal.

Faculty cooperation with these requirements will assist the college with the early identification of students who initially do not show-up for classes, students on the verge of withdrawing during the course of the semester, and then those who have left after the ten-week period.

## EARLY ALERT

MCC uses an "[early alert system](#)" so that faculty can share throughout the course concerns about students' performance. This information, once completed by the appropriate faculty, is directed to the Advising and Transfer Center. The form to initiate an early alert is obtained through the faculty/staff portion of the MCC website.

## GRADES

MCC uses the KCTCS grade scale of A to E. The system is not based on an absolute numerical system (e.g. 90-100% = A) or a distribution curve. Instead, the grading policy in your class should be clearly stated and:

- A = exceptionally high achievement
- B = high achievement
- C = satisfactory achievement
- D = minimum achievement for credit
- E = unsatisfactory achievement / failing

The Student Affairs Office distributes to each academic division the grade rosters for classes assigned to that division. These are distributed to faculty during finals week of those courses. Faculty can assign grades on the paper copied and return then to Sharon Allen, Senior Administrative Assistant for the Student Affairs Division, who will enter grades into People Soft.

Alternatively, faculty can enter their own grades on-line. This can be done through the MCC website. Select the faculty / staff portion of the website. Entering grades on-line is done through People Soft. Adjunct faculty can access [PeopleSoft](#) if they have current log-in information (same as e-mail information). A short on-line training on the use of on-line grade entry is located at [http://legacy.madisonville.kctcs.edu/faculty/adjunct\\_quizzes.html](http://legacy.madisonville.kctcs.edu/faculty/adjunct_quizzes.html).

Grading and other classroom activities of faculty are located in the curriculum management portion of People Soft located in the KCTCS student administration menu.

Instructions on when grades are due will be communicated to faculty. A good rule of thumb is to complete them by Friday of finals week.

Students may drop / withdraw from classes during the semester. Dates related to this activity are listed in the college calendar and the schedule. Faculty should consider their drop policy in their syllabi as they have the decision whether a student can drop their class up through the last period before the final.

## **COMPENSATION, CONTRACTS, AND FUTURE SCHEDULE OPPORTUNITIES**

Adjunct faculty compensation is subject to approval by the Division Chair and the Chief Academic Affairs Officer. Contact May Wright, Human Resources Director, at 824-8649 for further information. Adjunct faculty persons must sign a contract for classes they teach. Faculty will not be paid without a signed contract. For faculty who fail to sign their contracts at the Adjunct Faculty Dinner, they must contact [May Wright](#) to arrange to sign a contract.

Since all faculty are paid via direct deposit, it is important to let the business office know anytime your address or checking changes. Contact Rachel Sandberg with these changes. Her number is 824-8584.

The MCC semester schedules are built months prior to the start of a semester. Shortly after the fall and spring schedules, division prepare for the spring and summer, fall semesters respectively. The expectation is that division full-time faculty will contact adjuncts about future courses, whether or not they want on the schedule and preferences for days and times. This can break down, so adjuncts may want to check with their college contacts about this matter if they do not heard directly from the college.

## **COMPUTER ACCESS/EMAIL ACCOUNTS**

All adjunct faculty have an email account established with MCC. Please contact the Information Technology Office about login and passwords to your email account. A computer account is needed to use the computers in the computer labs. All students are assigned an MCC email

account upon registration. Students and faculty should regularly check their email accounts for important information.

Adjunct faculty can easily access their college e-mail anytime, anywhere by following these steps:

1. <http://www.madisonville.kctcs.edu/>
2. Click on the email link located at the top right of the screen
3. Click on LOG ON TO EMAIL button to right if you are already an email user or contact the IT office if you are not between the hours of 8 a.m.-4 p.m.

If there is a problem with the college e-mail, faculty can contact the MCC IT Help desk at 824-8604.

### **COPYRIGHT ISSUES**

Madisonville Community College upholds the copyright law of the United States, Public Law 94-553, General Revision of the Copyright Law and subsequent amendments and legislation. It is the intent of Madisonville Community College to adhere to the provisions of copyright law. The [Trover and the Nursing and Allied Health Campus Libraries](#) adhere to current copyright laws.

All employees are expected to comply with copyright law. "FAIR USE" guidelines must be followed in instances when a work is not in the public domain or when one of the following has not been obtained:

1. ownership of the copyright;
2. a contract for a specified use;
3. licensure; or
4. written permission for a particular type use.

Those employees who willfully disregard the copyright law and related institutional policy do so at their own risk and assume all liability that might arise from their actions.

### **Printed Materials**

Copyright law recognizes as fair use the right of a student or teacher to make a single copy of a periodical article or pages from a book in the course of their research. For multiple copying, strict guidelines exist. The purpose and character of the use, the nature of the copyrighted work, the amount and substantiality of the portion used in relation to the work as a whole, and the effect of the use upon the potential for, or value of the copyrighted work must be considered. Tests for "FAIR USE" include: (1) brevity; (2) spontaneity; and, (3) cumulative effect.

### **PROHIBITED:**

1. Copying of the material for more than one course in the school in which the copies are made;

2. Repeating the copying of the same item by the same teacher from term to term;
3. Copying more than one short poem, article, story, essay, or two excerpts from the same author;
4. Copying more than three works from the same collective work or periodical volume during one class term;
5. Copying materials to replace or substitute for anthologies or collective works
6. Direction by higher authority to copy a work or materials for class use;
7. Copying consumables such as workbooks, standardized tests, answer sheets, etc.; and
8. Making more than one copy of a work per student in a course.

### **Audiovisual Materials**

Audiovisual materials may be copied at the request of a faculty member if the material is:

1. In the public domain;
2. Written permission has been obtained for such use;
3. All rights have been purchased;
4. The work and a written acknowledgement of its donation and permission have been submitted by the copyright owner of the work; or
5. Written or developed by a college employee for the express purpose of being used in the college curriculum.

### **Videotapes**

The Trover and Health Campus Libraries will not copy videotapes for non-curricular or individual use.

At the request of an instructor, a broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable re-transmission). Such programs can be shown to classes once in the course of relevant teaching activities during the first 10 consecutive school days following broadcast and repeated once only when instructional reinforcement is necessary during that period. The program may be retained for 45 calendar days following broadcast. Following the first 10 consecutive school days, it may only be viewed by faculty to determine whether or not to include the program in the curriculum and/or to purchase retention and public performance rights. The erase date will occur 45 days after transmission.

No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

## **PROHIBITED:**

1. Duplication of tapes unless reproduction rights were given at time of purchase or subsequently acquired;
2. Conversion of one media format to another, unless permission is properly secured;
3. Altering off-air recordings (or purchased videotapes) from their original content;
4. Using off-air recordings for instruction after the first 10 consecutive school days;
5. Retaining off-air recordings beyond the 45 consecutive calendar day retention period;
6. Using recordings for any other purpose than face-to-face instructional activities in a place devoted to instruction in a non-profit educational institution by an instructor, student, or guest lecturer;
7. Illegally obtained copies of programs may not be used in any circumstance at the colleges; and
8. Failing to show copyright information provided with the program.

The following prohibitions are pertinent to audio recordings

## **PROHIBITED:**

1. Copying illegally obtained audio recordings.
2. Copying from works intended to be “consumable”
3. Copying to substitute for purchase of music.
4. Copying without inclusion of copyright notice on the copy.
5. Copying illegally created collections

## **DISTANCE LEARNING**

College courses are increasingly using technology, particularly the internet, for instructional purposes. KCTCS supports the [BlackBoard](#) platform for web-based and web-enhanced courses. Faculty interested in using the internet in their courses can contact the college distance learning coordinator, Steven Payne, is the distance learning coordinator. His telephone number is 824-1767.

## **EMERGENCIES**

Emergencies involving masses of personnel such as fire, power outage, earthquake, and tornado warning should always be considered to be serious unless and until defined as otherwise by the President of MCC or authorized representative. Alarms and signals are intended to initiate specific response procedures as described herein. Faculty members are expected to assume leadership roles in the control of students under their authority at the time of the emergency.

Individual injury or illness also calls for humanitarian concern and assistance. Faculty members involved with distressed students should assure that qualified medical assistance is sought immediately.

Neither the colleges, nor the faculty is automatically liable for injury on the property; no statement of such responsibility should be made by attending faculty or staff members.

For faculty teaching off-campus, emergency procedures applicable to a local facility, the Muhlenberg County Campus, Crittenden Ed Tech Center, or any other facility in which college classes are being taught will be applicable.

### **Fire Alarm**

1. The fire alarm is a continuous buzzer signaling evacuation of the entire building immediately. All personnel must leave by the nearest exit, taking with them only the clothing and valuables within easy reach. Alarms will remain on until the building evacuation is completed.
  - a. The elevator will be inoperative and cannot be used to reach an exit. Use the phone to call for help if stuck in an elevator.
  - b. Faculty members are responsible for directing their students to the nearest exit.  
  
Before leaving the room, major electrical equipment and all gas valves must be turned off.
  - c. Faculty, staff, students, and guests leaving the building should assemble at designated areas to assure their safety and to permit easy access by fire and rescue crews. Faculty members should be responsible for making sure their students have reached safety.
  - d. Maintenance personnel will respond to the following responsibilities:
    - 1) Trace the source of the alarm;
    - 2) Close all doors;
    - 3) Shut down gas supplies, ventilation systems, and electric power, if necessary;
    - 4) Use emergency equipment to fight and control fire, if feasible;
    - 5) Advise President of the nature of the situation; and
    - 6) Follow specific assignments as designated by the Supervisor of Buildings and Grounds.
2. The switchboard operator will remain on station to call for fire or rescue services as advised by the administration. The responsibilities of the operator during emergencies include:
  - a. Advising inside callers inquiring about the alarm will be advised to evacuate the building immediately;
  - b. Telling outside callers will be requested to call later, after the period of emergency;
  - c. Making every effort will be made to keep all outside lines open; and

The switchboard operator may leave the station when advised by the President of MCC.

### **Power Outage**

1. In the event of a power outage, the emergency power generator would support minimal lighting in stairwells and corridors as well as power the switchboard. There will be no lighting in classrooms, laboratories, library, etc.
2. Faculty members conducting class will instruct students to remain seated and will open the classroom door to admit light from the corridor. Evacuation of the building may neither be necessary nor advisable.
3. To determine the extent of the emergency, a representative of the administration will contact the Madisonville Electric Plant (821-0903). After the length of delay is projected, the President or authorized representative would determine whether or not to dismiss faculty, staff, and students.
  - a. If authority is given to release personnel, the faculty members would supervise an orderly dismissal of their students.
  - b. Regardless of the duration of the power outage, a member of the maintenance staff will proceed directly to the power service panel to pull major circuit breakers as marked.
  - c. After normal power is returned, only a qualified maintenance staff member will reset the circuit breakers to stage power back progressively.

### **Student Accidents**

Any student involved in any type of accident, regardless of the severity, must report this immediately to their instructor. A copy of the [Student Accident Report Form](#) may be found . The following reporting procedures are to be followed in documenting each accident:

1. Complete both sides of the form, in full, with accurate description of the accident. Instructors and eyewitnesses must complete appropriate sections. The instructor must sign the form where it says “Supervisor”.
2. Return the form to May Wright in the Human Resources Department within 24 hours.

If the student has (or will) go to the doctor, they must complete the [Health Claim Form](#). This form may be found in APPENDIX E. On this form, list KCTCS as the SECONDARY insurance carrier unless the student has their own insurance. In that case, the student’s insurance company must be listed as the primary carrier. Information about the student’s insurance company will be entered on page 2 of the form. You must sign the first page of the form in Section A where the form requires a “Name of Supervisor”. The original itemized bill from the medical facility must also be attached or sent to May Wright at Madisonville Community College.

### **Faculty Illness or Injury (work-related)**

Please go to the Human Resources Director's Office on the first floor of the John H. Gray building as soon as possible. A Workers Compensation IA-1 form must be completed and reported to Frankfort. An [Accident Report](#) form must also be completed. These forms may be found in your Human Resources department.

### **FIELD TRIPS**

The instructor must complete the [Field Trip Information Form](#) in APPENDIX F and submit it to the Division Chair. One copy of the form is kept in the division and the other copy must be submitted to the Office of the Dean of Academic Affairs two days prior to the field trip. The

instructor should work with students to insure that they are not unnecessarily penalized should the field trip conflict with other classes.

Each student must sign the [Field Trip Release Form](#). This form may be found in APPENDIX G.

Field trip insurance is recommended. It may be purchased through the Business Office at a nominal cost per student. Coverage is limited and should be understood.

Contact Eddie Marks, Director Facilities and Safety, by email at: [Thomas.marks@kctcs.edu](mailto:Thomas.marks@kctcs.edu), to reserve a college vehicle for transportation. Only college faculty and staff are permitted to drive the college vehicle.

### **GENERAL EDUCATION REQUIREMENTS AND COURSE COMPETENCIES**

KCTCS and MCC are strongly committed to a well-defined set of general education requirements and a general education core curriculum that "will ensure that KCTCS college graduates well-educated men and women who are intellectually flexible, articulate, creative, and prepared for continuous growth." KCTCS has developed 12 competencies for its associate degree programs so that its graduates are expected to:

- communicate effectively using standard written English;
- communicate in a clear oral and non-verbal fashion and employ active listening skills;
- demonstrate basic skills in computer operations and /or software applications;
- organize, analyze, and make information useful by employing mathematics;
- demonstrate an awareness of one's interaction with the biological/physical environment;
- demonstrate an awareness of self as an individual, as a member of a multicultural society, and/or as a member of the world community;
- recognize the impact of decisive ideas and events in human heritage;
- develop and perform basic search strategies and access information in a variety of formats, print and non-print;
- analyze, summarize, and interpret a variety of reading materials;
- think critically and make connections on learning across the disciplines;
- elaborate upon knowledge to create new thoughts, processes, and/or products; and
- demonstrate an awareness of ethical consideration in making value choices.

Many of the competencies are gained through specific courses in the general education core curriculum. However, these five competencies are developed across the general education curriculum:

- analytical reading
- integrated
- creative thinking
- ethics and values
- writing

Adjunct faculty are encouraged to consider all these competencies as they develop their courses. In addition, many courses have very detailed competencies developed by KCTCS. These should be provided to adjunct faculty through their respective divisions.

## **GLEMA MAHR CENTER FOR THE ARTS**

The [Glema Mahr Center for the Arts](#) offers two half-price tickets to full and adjunct faculty on the day of the performance, subject to availability. Located on the North Campus, the Glema Mahr Center offers educational as well as entertaining events throughout the year. The Glema Center also houses the Anne P. Baker Gallery, which offers free tours upon request. The Center is open Monday through Friday from 9 a.m. – 4 p.m. and four hours before performances.

## **GRADES AND STUDENT CONFIDENTIALITY**

Student confidentiality is a federally protected concern through the Family Educational Rights and Privacy Act of 1974 ([FERPA](#)). It is a federal law designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

Student-related items that can never be identified to persons outside the college are a student's social security number or institutional identification number, race/ethnicity, citizenship, nationality, gender, grades, GPA, or class schedule. If ever in doubt whether information may be released, **DON'T**. Family members requesting information on any of the above should be directed to the Dean of Student Affairs at MCC ([Jay Parrent](#) at 824-8571).

The public posting by faculty of grades either by students' name, institutional student identification number, social security number or any portion of the number without students' written permission is a violation of FERPA. This includes posting grades to a class/institutional website and applies to any public posting of grades for students taking distance learning courses.

Even with names obscured, numeric student identifiers are considered personally identifiable information. The practice of posting grades by social security number, student identification number or any portion of the number violates FERPA.

Notification of grades via a postcard also violates students' privacy.

To avoid violations of FERPA rules, DO NOT:

- At any time use the social security, institutional identification number or any portion of the number of a student in a public posting of grades;
- Ever link the name of a student with that student's social security number, institutional identification number in a public manner;
- Leave graded tests or papers in a stack for students to pick up by sorting through the tests or papers of all students;
- Circulate a printed class list with student names and social security numbers/identification numbers or grades as an attendance roster;
- Discuss the progress of any student with anyone other than the student (including parents/guardians) without the consent of the student;
- Provide anyone with lists of students enrolled in your classes for any commercial purpose;
- Provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.

### **IMPORTANT TELEPHONE AND FAX NUMBERS**

The North Campus switchboard opens at 8 a.m. and closes at 6 p.m. The switchboard number is 821-2250. Saturday calls are answered by the Trover Library. The switchboard can transfer callers to most offices at MCC.

Other useful numbers are for the Muhlenberg County Campus (270-757-9881) or toll free (1-877-659-0819), the Loman C. Trover Library on the North Campus (270) 824-1722), and the Crittenden County Ed Tech Center (270-965-9294).

The campus directory is an invaluable resource for the other telephone numbers and e-mail addresses.

### **KEYS**

The college is locked after 10 p.m. Monday through Thursday evenings, and 5 p.m. on Friday and academic holidays, and Saturday at 2 p.m. The college is closed on Sundays. In very rare circumstances, a key to the college may be obtained through the adjunct faculty's Division Chair.

### **LIBRARIES**

The libraries at MCC support the learning process for students, the research and teaching of faculty, and the intellectual and cultural lives of the communities they serve. They are part of the total teaching and learning process providing information, library instruction, library services, and access to a wide range of resources that support the educational and enrichment goals of our communities.

The libraries provide information resources in formats from paper to electronic. They have access to a variety of online databases that enhance their local physical collections. The libraries share an online integrated library management system, Endeavor Voyager. Public access to the catalog is provided on the World Wide Web at: (<http://www.madisonville.kctcs.edu/libraries/resources.html>) so that users anywhere can search at any time unhindered by hours of operations.

The libraries share resources extensively with each other as well as other libraries. They provide access to the Kentucky Virtual Library (KYVL) with its array of online full-text and citation databases as well as comprehensive document delivery services. KYVL provides a ground courier service for delivery of traditional interlibrary loans. Additionally, the libraries serve as delivery points for information services to students of the Kentucky Virtual University.

The Loman C. Trover Library, located in the Learning Resource Center Building on the North Campus, provides materials, services, access, and equipment which support the curricula of the college and address the needs of students, faculty, and staff.

The Nursing & Allied Health Library, located in the Hatley Building on the Health Campus, maintains a print collection of monographs and journals that supports the health programs.

The libraries maintain collections of various materials designed to support the curricula of the college. These collections include books, journals, newspapers, magazines, CDs, videotapes, DVDs, and other types of audiovisual materials, all of which may be borrowed for classroom use.

#### **Loman C. Trover Library hours:**

Fall and Spring Semesters:

8 a.m. – 8 p.m. Monday through Thursday

8 a.m. – 4 p.m. Friday

9 a.m. – 2 p.m. on Saturday.

When classes are not in session, the library is open Monday through Friday from 8 a.m. – 4 p.m. Summer hours are generally 8 to 4, Monday through Friday. Class visits or instruction can be scheduled for evening hours by appointment.

#### **Nursing & Allied Health Library hours:**

7:30 a.m. – 4 p.m. Monday through Friday unless otherwise posted.

#### **General Information**

The URL address for the colleges' libraries is:

<http://www.madisonville.kctcs.edu/libraries/services.html>

General information about library hours is found at this address. Links to online forms which include Library Card, Interlibrary Loan Requests, Book Loan Requests, Faculty Book Request Forms, and Give Feedback on the Libraries, etc. are available from this page. A Contacts List is included to provide library help to users.

The library faculty and staff are happy to arrange library tours, general library instruction, and course- or discipline-specific library instruction. The librarians also schedule presentations on copyright law, evaluating information sources, and the use of the various resources which are available in the library.

The link to “Resources” makes it easy to access the library catalog, databases, and the Internet.

### **Online Resources**

- [ProQuest Direct](#) is a collection of databases which include full-text and image of articles from a wide range of journals and periodicals. Included are the Alt-Press Watch, Career and Technical Education, National Newspaper Abstracts, ProQuest Computing, Nursing and Allied Health Sources, and Research Library databases. ProQuest can be searched by keyword, by advanced guided search, by topic, and by publication. Searching by publication can be particularly helpful if you are interested in scanning tables of contents to see what articles are available from a specific journal. It is possible to limit the search to full-text and to articles from those journals which are peer-reviewed.
- [EbscoHost Web](#) is the native interface of a database which is part of the Kentucky Virtual Library. It is somewhat similar to ProQuest, though there are sufficient differences to make it useful to search both. EbscoHost allows the user to search full-text and/or image of articles from databases ranging from scholarly journals across education, psychology or sociology, medicine, history, philosophy, literature, etc. to general interest publications to children’s periodicals. It can be searched by keyword or by a guided or advanced search which allows you to search specific fields of entry.
- [Infotrac](#) includes three databases. Two are health-related and include articles, pamphlets, entries from reference works, etc. The third is a general academic database including a variety of topics from several types of materials.
- [Kentucky Virtual Library \(KYVL\)](#) passwords can be obtained at the library by those who have library cards. Catalogs, databases, government information, tutorials, etc. are available through the KYVL.
- [Oxford Reference Online Premium](#), is a resource through which text and entries from 100 Oxford University Press reference resources are available. This includes the *Oxford Companion to . . .* books and several subject specific dictionaries.
- [Oxford African American Studies Center](#) provides online access to reference resources in African American Studies. Its core contents include the *Encyclopedia of African American History 1619-1895*, *Black Women in America*, 2nd ed., *Africana*, and forthcoming works such as the *African American National Biography* project, etc.

- [NewsBank](#) allows you to search for full-text newspaper articles from 28 local and national newspapers.
- [Opposing Viewpoints](#) is another Infotrac database which permits a search for full-text articles and viewpoints essays from essay collections, journals, magazines and newspapers on current hot topics or issues. )
- [NetLibrary](#) is a collection of over 58,000 electronic books which are available on the computer. They are accessible through our library catalog, just as any books in our collection are available. A password to use these books will need to be established from a computer on any of the four campuses. After the password is established, it will be possible to access the NetLibrary collection from any computer which has internet access. For additional information or assistance, contact a member of the library staff.

### **Interlibrary Loan**

Materials held by other libraries may be obtained by interlibrary loan request (ILL). Loan periods may vary depending on the policy of the lending library. When making an interlibrary loan request, faculty and staff members should provide the library with complete bibliographic information, source of citation, and location in potential loaning institution. Please check the online resources before submitting an ILL Request.

No charge is assessed for routine in-system requests. Multiple requests, out-of-state requests or special requests may sometimes incur charges. Faculty may request up to 5 items at a time.

### **Circulation**

The libraries will loan materials to faculty for an extended loan period (DVDs and videotapes excepted). These materials may be subject to recall should another faculty member need them for specific in-class use. All materials are due at the close of the semester, but may be renewed if necessary. If materials are not returned at the close of the semester, they will be considered overdue and the faculty/staff member will be notified. Faculty/staff will be held responsible for the replacement cost of lost or damaged materials.

### **Acquisitions**

Recommendations for books, journals, magazines, and audiovisual materials are actively solicited by the library staff. Faculty/staff members are expected to act as subject specialists in their areas of expertise. Requests are accepted throughout the year, examined in relationship to overall curriculum needs and selection policies, and approved as funding permits. We particularly encourage adjunct faculty members to make the library staff aware of their library needs.

### **Reserves**

A faculty member may place items on reserve in the Library at any time. They may be reserved for two-hour, one-day, two-day, three-day, five-day, seven-day, or two-week loan periods or for "Library Use Only" reserve. Requests and/or materials for reserve must be brought to the Library with information concerning what classes they are for and period of time that materials should

remain on reserve. Reserve materials are placed temporarily in the online catalog and can be accessed under course reserves alphabetically by the instructor's last name or by course number and section. Reserve materials should be placed on reserve a minimum of two days before informing classes.

This permits time to enter them in the system. Large quantities of materials should be submitted two weeks in advance of the date needed. All reserve materials are subject to review and removal at the end of each semester (see "Copyright Material").

### **Videotapes and DVDs**

Students will be allowed to check out videotapes and DVDs from the Trover Library. Faculty should place a "Library Use Only" reserve on any tapes which they are considering showing in class during the Semester.

### **MAILBOXES AND MESSAGES**

Each adjunct division is responsible for handling mail and messages for adjunct faculty. Adjunct faculty should consult with division secretaries on how communication is handled in the division.

### **OFFICE SPACE**

Each academic division is responsible for determining office space for adjunct faculty use. Your Division Chair or secretary will assist you in obtaining a key and locating office supplies.

### **PARKING**

Parking is free of charge on all campuses. Cars parked along areas striped in yellow will be given a warning ticket and then be towed away at the owner's expense. Handicapped parking spaces are reserved for vehicles with a legal handicapped notice and are routinely patrolled by city police.

### **PROFESSIONAL DEVELOPMENT**

MCC is very committed to the professional development of its staff and faculty, including adjunct faculty. This is clearly illustrated by the careful planning that goes into the annual Adjunct Faculty Dinner and the materials presented at the dinner.

New faculty will be expected to complete some basic professional development courses as a condition of employment. This will be monitored by George Humphreys, Extended Campus Director.

Each year, the Professional Development Committee publishes a booklet of local workshops, seminars, and training opportunities available to all faculty (full time and adjunct) and staff. We encourage you to take advantage of these opportunities throughout the year. These booklets are distributed at the Adjunct Faculty Dinner and Orientation which takes place in August each year.

If you have questions about registering for any event, please contact one of the committee members listed on the back of the booklet. There is no cost attached to most of the offerings. If you

would like to request a particular form of professional development, you may do so through the Professional Development Committee Co-Chairs or through your Division Chair.

The Writing Consortium for faculty development messages is a listserv designed to provide adjunct faculty with a connection to the institution and helpful strategies to strengthen classroom instruction and student learning. If you are interested in submitting a piece for the consortium, contact Debbie Cox during September for a posting date.

Every year, **ALL** faculty, including adjunct faculty, and employees of KCTCS (anyone who receives a check) **MUST** have:

- 1) on-line Sexual Harassment Prevention Training as part of the KCTCS No-Tolerance Policy at: <http://training.newmedialearning.com/psh/kctcs/index.htm>,
- 2) Safety training located at <http://www.madisonville.kctcs.edu/workshops/safety>,
- 3) and training on the KCTCS IT Policy located at: <http://elearning.kctcs.edu>.

Upon completion, of these trainings, print your certificate, sign it, and send them to [May Wright](#), HR Director to be put in your personnel record. This training must be completed each academic year. If you have questions, please call Ms. Wright at 824-8649.

## **PROGRAMS**

MCC is very proud of its extensive number and the quality of academic programs. [Appendix H](#) lists all the degree, diploma, and certificate programs offered by MCC. To distinguish among these programs, it is helpful to define the three levels as follows:

- Degree programs include the “two-year” Associate in Arts (AA), Associate in Science (AS), and Associate in Applied Science (AAS). The first two are “transfer degrees” in that they prepare students for four-year institutions. The Associates in Applied Science degree prepares students for careers in their chosen field;
- Diploma programs prepare students for technical employment within a one to two-year period;
- Certificate programs provide marketable, entry-level skills for a time period less than the diploma or associate degree programs.

A high priority for KCTCS and MCC is encouragement of our students to transfer to a four-year institution after earning the Associate degree. MCC has a very strong relationship with Murray State University’s Madisonville extension located in the John H. Gray Building. Sherry Hewell in the MCC Career and Advancement Center is an excellent resource for students interested in transferring to a four year institution.

## **SECURITY**

In the evening, faculty and students on the North and Health Campuses can be escorted to their cars upon request. On the North Campus, call stations can be found in the following locations:

**John H. Gray Building**

**North and South entrances of the building on the third floor**

<b>John H. Gray Building</b>	<b>Student Center</b>
<b>Learning Resource Center</b>	<b>First Floor entrance</b>
<b>Joe C. Davis Building</b>	<b>First Floor, West End</b>

On the Health, Applied Technology, and Muhlenberg Campuses the maintenance staff can provide security to faculty and students. Any incident or condition, which you perceive as a possible threat to students, faculty, staff, visitors, or property, should be reported immediately.

Reasonable caution should be taken on campus. Encourage students to leave in groups to ensure that all members arrive at their vehicles safely and that their vehicles are operative.

### **STUDENT ACADEMIC ASSISTANCE PROGRAMS**

**Career and Academic Placement:** The [Advising and Transfer Center](#) (formerly the CAP Center) is located on the first floor of the John H. Gray Building. The college counselors assist students in exploring their career options and reaching degree goals through course planning. A wide variety of testing information is also available from the counselors' office. Qualified counselors are available and prepared to do individual or group counseling and testing. The counselors assist students in setting educational and career goals. The telephone number for the Advising and Transfer Center is 824-1829.

**Job Placement/Cooperative Education:** The Job Placement/Co-op Office works with several local and regional employers to offer students, alumni, and community members adjunct and full-time job opportunities. A variety of other services are available including job search techniques, credential preparation, and interview practice. Also offered are Cooperative Education experiences that provide students with on-the-job experience while earning college credit.

**Disability Resources:** [Disability Resources](#) helps students with disabilities overcome problems that may interfere with their classroom success. Students can receive supportive services in special classroom and academic accommodations, assistive technology, referral services, and college orientation. Services and accommodations are coordinated to meet each student's individual needs and are available to students with permanent and temporary documented disabilities. This includes but is not limited to students with physical disabilities, medical conditions, psychiatric disabilities, learning disabilities, Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD).

The rights of students with disabilities are protected under the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act. Madisonville Community College is required to provide reasonable accommodations to students with disabilities who are otherwise qualified to attend.

Please remember that disability information is covered by [FERPA](#) (Family Educational Rights and Privacy Act) and is confidential. When discussing accommodations or disability information with a student, please do so in a private setting.

For questions or additional information, please contact Valerie Wolfe, Disability Resource Coordinator, at 824-1708.

**The Learning Center:** The North Campus Learning Center located on the first floor of the Learning Resource Building on the North Campus is available from 8 a.m. – 6 p.m. Monday through Thursday, and 8 a.m. – 4:30 p.m. on Friday on the North Campus. These services are also available at the Muhlenberg County Campus during posted hours at that facility.

All KCTCS colleges have learning laboratories that help students improve themselves in basic learning skills and in subject matter areas. Students who are experiencing difficulties in meeting entry-level academic skill areas such as reading, writing, and mathematics; students who want to improve their current academic skills; 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 use a variety of techniques and materials to assist students. Tutoring services, group work, and individualized instruction may be employed and 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 materials.

**Ready-to-Work:** The Ready-to-Work Program, sponsored by the Kentucky Cabinet for Families and Children, focuses on recruitment and retention of Kentucky Transitional Assistance Program (KTAP) recipients enrolled at the college. Ready-to-Work works closely with case managers to help students succeed, offering referrals to other agencies, classroom supplies, specialized workshops, and a work-study component that does not affect KTAP benefits.

**Student Support Services (SSS-TRIO):** Student Support Services (SSS) is a federally-funded program within the TRIO program. The program offers free student services such as tutoring, mentoring, computer-assisted instruction, Internet services, academic and personal advisement, financial aid counseling, and academic instruction. Transfer services, including visits to four-year colleges, are also available. SSS participants are eligible for free passes to special events.

The purpose of the Learning Center is to serve faculty and your students in every way possible. Please call Marcella Davis at 824-8671 or email her at [marcella.davis@kctcs.edu](mailto:marcella.davis@kctcs.edu) if you would like to reserve a class time in the computer lab or if you have questions or suggestions about ways MCC can help you in addition to the services listed below:

- **Reading Instructors:** The Learning Center has a variety of fiction novels which may be checked out by your students for class reading projects. There are Reading Tutorials installed on the Learning Center computers, which you may want to have your students use as a class activity. Free tutoring is available for your students who are having difficulty. The Learning Center computers are connected to the Internet if you want your students to research a particular topic. The computers are also available for word processing of student papers.
- **Writing Instructors:** The Learning Center has a set of writing videos you may want to check out for preview to use in your classes. There are Grammar and Mechanics Software programs installed on the computers for either class activities or individual work. Free tutoring is available to assist your students with written assignments. Several writing textbooks are available for additional grammar and mechanics information and practices.

- Math Instructors: Computerized math software programs are available which correspond with the mathematics textbook for many of the remedial math courses. Free tutoring is available for students (individually or study groups). Math videos may be checked out by the instructor for class use or used by individual students in the Learning Center.
- Other Instructors: In addition to the above services, the Learning Center personnel are available, upon request, to prepare and present specialized writing, math, or study skills workshops for your classes. The Learning Center computers may be reserved to use the textbook software which goes with your courses.

## **SUPPLIES, EXAMINATION COPIES, AND COPYING SERVICES**

Supplies for faculty are to be obtained through their respective division contacts. Requests for other specialized supplies must be channeled through the Division Chair and be as far in advance as possible. Grade books may be obtained from the Division Secretary. Copy services are also available through division secretaries.

For those whose teaching assignments are at the Muhlenberg County Campus or the Crittenden Ed Tech Center, they may find it more convenient to use the copying services provided there. Basic classroom supplies can also be obtained at the Muhlenberg County Campus. At the Crittenden Ed Tech Center, faculty can use copying services in the office until 3 p.m.

Desk copies of texts and possible supplementary materials and information about the texts may be obtained from the Division Chair or designee, as well as, the appropriate forms for obtaining examination copies of texts is a textbook change is contemplated.

Bookstore orders for texts and other supplies need to be made sixty days in advance through the Division Chair or designee.

## **SYLLABI**

Students must be informed at the initial class meeting about course requirements, grading standards, attendance, cheating, and plagiarism policies, and faculty person drop policy. A syllabus is required for each course and should follow the guidelines given in the syllabus criteria in [Appendix I](#). A checklist of items required in the course syllabus is provided in [Appendix J](#). A copy must be sent to your Division Chair and an electronic copy shall be sent to the Chief Academic Affairs Officer's office within one week of the start of classes. The latter copy must be sent via e mail to Tonya Barnard at [tonya.barnard@kctcs.edu](mailto:tonya.barnard@kctcs.edu).

## **COURSE EVALUATIONS**

Courses taught by adjunct faculty are evaluated by their students through a student questionnaire. This questionnaire is administered in the fall for veteran adjunct faculty and in the fall and spring

for new adjunct faculty. Adjunct faculty will receive the results of this evaluation during the following semester from their division chairs.

## **TRAVEL POLICIES AND PROCEDURES**

### **Use of College Vehicle or Personal Vehicle**

All employees will be required to use college-owned vehicles for necessary college travel when they are available and practical. Thus, no reimbursement will be made to employees who use their own vehicle without first checking the availability or practicality of utilizing a college-owned vehicle. Exceptions must be approved in advance by the Division Chair and Chief Academic Affairs Officer.

For out-of-state college travel, prior approval by the division chair, and Chief Academic Affairs Officer, and the President of MCC must be made one month in advance when using the college vehicle or personal vehicle.

**There is a no-smoking policy for all MCC vehicles.**

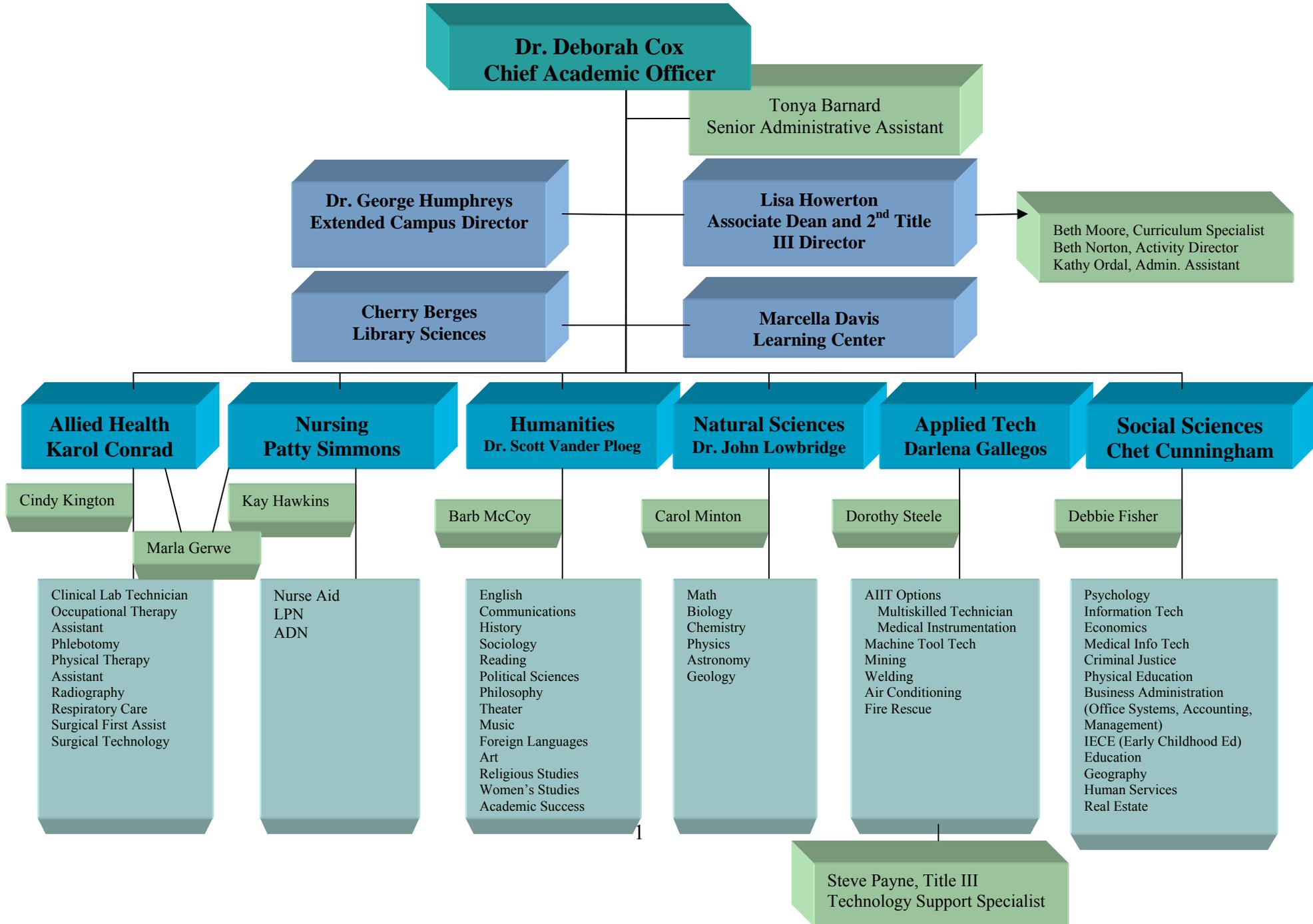
### **How To Reserve A College Vehicle**

1. Complete a Driver Certification form and attach a copy of your driver's license. This form may be obtained from Joyce Riggs in the President's Office. This form only has to be completed once; the completed form is kept on file.
2. Reserve a vehicle. Contact Eddie Marks at 824-1754. It is important that you reserve a college vehicle well in advance to ensure availability.
3. Pick up the key from Eddie Marks or contact the Business Office.
4. Use the credit card provided in the key case for gasoline. When returning the vehicle, make sure the gas tank is full for the next driver and make certain all gasoline receipts are given to the Business Office.
5. Park the vehicle in the designated parking spaces in the parking lot near the Glema Mahr Center for the Arts.
6. Return the keys. If returning during work hours, take the keys to Eddie's office. If returning after work hours, please leave the keys in the driver side visor and lock the vehicle.

# APPENDIX A

## MCC Academic Affairs

### 2009



**APPENDIX B**  
**Kentucky Community and Technical College System**

**CODE OF STUDENT  
CONDUCT**

*Revised April 2005*

**TABLE OF CONTENTS**

<b>INTRODUCTION.....</b>	<b>15</b>
<b>ARTICLE I –STUDENTS RIGHTS AND RESPONSIBILITIES</b>	
<b>1.1 The Basis for Standards in the College Community .....</b>	<b>16</b>
<b>1.2 Fundamental Rights of Student .....</b>	<b>17</b>
<b>1.2.1 Rights as Citizens .....</b>	<b>17</b>
<b>1.2.2 Right of Admission and Access.....</b>	<b>17</b>
<b>1.2.3 Right of Freedom to Learn .....</b>	<b>17</b>
<b>1.2.4 Right of Free Expression .....</b>	<b>17</b>
<b>1.2.5 Right to be Evaluated .....</b>	<b>17</b>
<b>1.2.6 Right to Form Student Organizations .....</b>	<b>17</b>
<b>1.2.7 Right of Student Access to Meetings of Registered Student Organizations..</b>	<b>17</b>
<b>1.2.8 Right of Fair Disciplinary Proceedings .....</b>	<b>18</b>
<b>1.2.8.1 Jurisdiction over Cases Involving Student Rights Specified in Section 1.2 .....</b>	<b>18</b>
<b>1.2.8.2 Disposition of Cases of Students’ Rights .....</b>	<b>18</b>
<b>1.2.9 Right to a Free Student Press .....</b>	<b>19</b>
<b>1.3 Responsibility for Student Publications .....</b>	<b>19</b>
<b>1.3.1 Composition of the Board of Student Publications .....</b>	<b>19</b>
<b>1.3.2 The Role of the Board of Student Publications .....</b>	<b>19</b>
<b>1.4 Provisions of the Family Educational Rights and Privacy Act of 1974 .....</b>	<b>20</b>
<b>1.4.1 Access to Records .....</b>	<b>20</b>
<b>1.4.2 Procedures for Challenge .....</b>	<b>21</b>
<b>1.4.3 Directory Information .....</b>	<b>21</b>
<b>1.4.4 Notifications of Rights under FERPA for Postsecondary Institutions .....</b>	<b>21</b>
<b>ARTICLE II-ACADEMIC POLICIES AND PROCEDURES</b>	
<b>2.1 Academic Honesty Policy .....</b>	<b>23</b>
<b>2.2 Academic Rights of Students .....</b>	<b>23</b>
<b>2.2.1 Information about Course Content .....</b>	<b>23</b>
<b>2.2.2 Information about Course Grading Criteria .....</b>	<b>23</b>
<b>2.2.3 Contrary Opinion .....</b>	<b>23</b>
<b>2.2.4 Academic Evaluation .....</b>	<b>23</b>
<b>2.2.5 Academic Records .....</b>	<b>23</b>
<b>2.2.6 Evaluation of Student Character and Ability .....</b>	<b>23</b>
<b>2.3 Student Academic Offenses and Academic Sanctions .....</b>	<b>24</b>
<b>2.3.1 KCTCS Academic Offenses .....</b>	<b>24</b>
<b>2.3.1.1 Plagiarism .....</b>	<b>24</b>
<b>2.3.1.2 Cheating .....</b>	<b>24</b>
<b>2.3.1.3 Student Co-Responsibility .....</b>	<b>24</b>

2.3.1.4 Misuse or Student Falsification of Academic Records .....	24
2.3.2 Academic Sanctions/Penalties of Students (Academic Offenses) .....	24
2.3.2.1 Faculty Academic Sanctions .....	24
2.3.2.2 Other Academic Sanctions .....	25
2.4 Student Appeals and Responsibilities .....	25
2.4.1 Student Responsibilities .....	25
2.4.1.1 Responsibility Involving Academic Rights of Students .....	25
2.4.1.2 Responsibility Involving Academic Offenses .....	25
2.4.2 Student Rights During the Appeals Process (Academic Rights/Academic Offenses).....	25
2.5 Disposition of Alleged Violations of Student Rights/Academic Offenses of Students.....	26
2.5.1 In Cases Involving Alleged Violations of the Academic Rights of a Student.....	26
2.5.1.1 Responsibility of the Division Chair .....	26
2.5.1.2 Responsibility of the Chief Executive Officer .....	26
2.5.2 In Cases Involving Alleged Student Academic Offenses .....	26
2.5.2.1 Responsibility of the Instructor .....	26
2.5.2.2 Responsibility of the Division Chair .....	26
2.5.2.3 Responsibility of the Chief Executive Officer .....	27
2.6 College Appeals Board Responsibilities .....	27
2.6.1 Responsibility in Cases Involving Academic Rights of a Student .....	27
2.6.2 Responsibility in Cases Involving Student Academic Offenses .....	27
2.6.2.1 KCTCS Chancellors' Approval of the Suspension/Expulsion Sanction.....	28
2.7 Authority of the Appeals Board in Cases of Academic Rights of a Student.	28
2.8 Composition of the College Appeals Board .....	28
2.9 Authority of the KCTCS Board of Regents in Cases Involving Suspension or Expulsion of a Student .....	29
<b>ARTICLE III-POLICY GOVERNING ACCESS TO AND USE OF KCTCS COMPUTING RESOURCES (Administrative Policy 4.2.)</b>	
3.1 Two Basic Rights .....	29
3.2 Principles Governing Use of Computing Resources .....	29
3.3 Examples of Violations .....	30
3.4 Responses to Violations .....	30
3.5 KCTCS Sanctions .....	30
3.6 Investigating and Review of Charges .....	30
<b>ARTICLE IV-THE COLLEGE AS SUPERVISOR OF STUDENT ORGANIZATIONS</b>	
4.1 Types of Organizations .....	31
4.2 Registration.....	31
4.3 Use of KCTCS Facilities .....	31
4.4 Procedural Guidelines for the Management and Use of Facilities in KCTCS.....	32
4.5 Advisors .....	32
4.6 Offenses .....	32
4.7 Sanctions .....	33
4.8 Right to Appeal .....	33
<b>ARTICLE V-NON-ACADEMIC DISCIPLINARY POLICIES AND PROCEDURES</b>	

<b>5.1 General Regulations Concerning Student Behavior .....</b>	<b>33</b>
<b>5.2 Disciplinary Offenses .....</b>	<b>33</b>
<b>5.3 Penalties and Sanctions .....</b>	<b>34</b>
<b>5.4 Enforcement.....</b>	<b>35</b>
<b>5.5 The Procedures .....</b>	<b>35</b>
<b>5.5.1 The Role of the Chief Executive Officer in Student Disciplinary Matters.....</b>	<b>35</b>
<b>5.5.2 The College Judicial Board .....</b>	<b>37</b>
<b>5.5.3 The College Appeals Board .....</b>	<b>38</b>
<b>5.6 Temporary Sanctions .....</b>	<b>38</b>
<b>COMPLIANCE STATEMENT .....</b>	<b>39</b>

**INTRODUCTION**

Pursuant to the provisions of the *Kentucky Postsecondary Education Improvement Act of 1997*, the Board of Regents of the Kentucky Community and Technical College System (KCTCS) is responsible for the governance of the System. This shall include the establishment of a student code of conduct for all KCTCS colleges.

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.

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.

All statements in the *Kentucky Community and Technical College System Code of Student Conduct* are announcements of present policy only and are subject to change at any time without prior notice. They are not to be regarded as offers to contract. Policies and regulations stated herein are subject to revision subsequent to date of publication. The *Kentucky Community and Technical College System 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.

**ARTICLE I**

**STUDENTS RIGHTS AND RESPONSIBILITIES**

Each college within the Kentucky Community and Technical College System have 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.

**1.1 The Basis for Standards in the College Community: Certain fundamental concepts are recognized as forming the basis for standards of conduct developed as a result of the college’s obligations:**

**1.1.1** The academic community requires responsibility and a system of order supportive of the educational process that is the purpose of the college. Order implies non-disruptive conduct and

observance of law, state of peace, and freedom from disorder. Disruption of the educational process by a member or group of members of the community denies to all members the pursuit of their individual education purposes.

**1.1.2** The college community, existing within a democratic society, can be maintained only through respect for law in addition to the maintenance of and working for laws and to college regulations worthy of respect. Obedience to national, state, and local laws and to college regulations is expected of each member of the academic community.

**1.1.3** The college welcomes into its community those who sincerely share and agree to advance the college's purposes. The purposes may be measured partly by the individual's adequate preparation and respect for each member of the academic community.

**1.1.4** Ethical and moral standards, evolved in society over the centuries, are a part of the fabric of culture. The anonymity of the college community cannot free the individual or the institution from many conventional expectations relative to behavior or societal relationships. Each member of the college community is expected to give due consideration to the highest standards of conduct and character. No one should either offend the wider community or infringe upon the rights and privileges of others.

**1.1.5** While the college may appear to be set aside from the larger community of which it is a part, it is created and financially supported by the larger community and has responsibilities to it. Each member of the academic community must recognize the unique relationship to the larger community. Each individual must take responsibility for his or her own actions and values and for recognizing that his or her actions and values reflect upon the college community.

**1.1.6** When becoming part of the college community, the student enjoys social, cultural, and educational opportunities. He or she also assumes the role of a citizen of the community and agrees to abide by the regulations and standards of conduct operative in the college community. Much more important, his or her assuming the role of citizen of the college community implies a positive responsibility toward the well being of the entire life of that community. Responsible citizenship in the college community may be looked upon:

- (a) as a duty and obligation similar to the requirements of the members of any community;
- (b) as an opportunity for educational growth and preparation for local, state, national, and world citizenship; and
- (c) as a means of personal fulfillment, enrichment, and growth through participation in the decision-making processes in the academic community.

Responsible citizenship results from student initiative and cannot simply be decreed by the college faculty and staff, no matter how well meaning they may be. Effective campus citizenship and responsibility encompass every aspect of student life and activity. A student's personal responsibility may be demonstrated and exercised through diligence and alertness in academic pursuits, as well as in effective and constructive action in recognized student organizations and other co-curricular activities.

## **1.2 Fundamental Rights of Students:**

In determining the standards to be set and the manner in which sanctions shall be imposed, the college takes cognizance of certain fundamental rights, freedoms, and responsibilities of students:

**1.2.1 Right as citizens:** As citizens, students enjoy the same freedoms as are guaranteed by the Constitution of the United States and the Commonwealth of Kentucky and have the same duties and responsibilities as do other citizens.

**1.2.2 Right of admission and access:** An applicant for admission to the college shall not be discriminated against based on race, color, religion, sex, sexual orientation, national origin, age, beliefs, political affiliation, or marital status. Moreover, no otherwise qualified person with a disability will be denied admission solely because of the person's disability. Similarly, an

application for or recipient of, college financial aid, a college grant-in-aid, or a college scholarship, shall not be discriminated against nor be denied financial assistance because of a person's disability.

**1.2.3 Right of freedom to learn:** The freedom of students to learn and to evaluate ideas and concepts is basic to the educational process and is dependent upon general conditions conducive to the learning process in the classroom, on the campus, and in the larger community. The responsibility to secure and respect such general conditions is shared by all members of the academic community.

**1.2.4 Right of free expression:** Students are free to discuss, to express opinions, and to hear expression of opinion. Such expression of opinions and discussions must be accomplished without disrupting operations of the college. As part of the freedom to learn, students hear the widest expression of opinion. Speakers invited to the campus offer opportunities for the presentation and examination of ideas. Such speakers represent their own points of view and not those of the college, the sponsors within the college, or the System.

**1.2.5 Right to be evaluated:** Students have a right to be evaluated in courses solely on the basis of their performance in meeting appropriate academic criteria established for the course. Additionally, students have the right to participate in course evaluations during the term of each course. Through this evaluation method, the college has the opportunity to assess each course's content, presentation, and effectiveness in a manner consistent to its educational mission.

**1.2.6 Right to form student organizations:** Students are free to form and join student organizations with other college students provided such organizations are consonant with the purposes of the college and conform to established college regulations and public laws.

**1.2.7 Right of student access to meetings of registered student organizations:** The System affirms the right of all students, including members of the student press, to attend meetings of registered student organizations that receive the majority of their regular operating budgets from allocations of student fees money and/or college allocations.

Exceptions to the foregoing right include:

- a. Deliberations of election boards and selection committees.
- b. Contract negotiations of student organizations and private contractors.
- c. Discussions or hearings that might lead to the appointment, discipline, or dismissal of an individual employee, member or student without restricting that employee's, member's, or student's right to a public hearing if requested, provided that this exception is designed to protect the reputation of individual persons and shall not be interpreted to permit discussion of general personnel matters in secret.

"Meeting" means any gathering of a quorum of the members, regardless of where the meeting is held, whether a regular or special meeting, including any informational or casual gathering held in anticipation of, or in conjunction with, a regular or special meeting.

**1.2.8 Right of fair disciplinary proceedings:** In the administration of disciplinary measures, the accused student shall be accorded procedural fairness in accordance with the procedures set out below and KRS 164.370. In such situations, whether formal or informal, the fundamental principles of due process shall be recognized and followed.

**1.2.8.1 Jurisdiction over Cases Involving Student Rights Specified in Section 1.2**

- a. The College Appeals Board shall hear any case referred to it by the chief executive officer or designee and may grant the written appeal of any student to hear a case not referred to it by the chief executive officer or designee. This written appeal must be submitted within 30 days after the chief executive officer or designee communicates both to the College Appeals Board and the student that either the case is without merit or that the grievance cannot be satisfactorily resolved.

- b. Upon receipt of the written appeal, the Chairperson of the College Appeals Board shall notify the chief executive officer or designee to forward all reports and evidence concerning the case.
- c. The College Appeals Board may then, by majority vote, agree to hear the student's case, decline to hear the case if it finds that it is being processed through other appropriate college channels, or allow the chief executive officer's or designee's decision to be final.

#### **1.2.8.2 Disposition of Cases of Students' Rights**

After hearing a case and deciding that a violation of student rights has been proven, the College Appeals Board may select from the following remedies:

- a. The Board may request the chief executive officer or designee to admit an applicant denied admission in violation of Section 1.2.2.
- b. The Board may request the chief executive officer or designee to give an applicant a scholarship, or financial aid, when such have been denied or withdrawn in violation of Section 1.2.2.
- c. The Board may request the chief executive officer or designee to make available college facilities and services on a fair and equitable basis when a violation in Sections 1.2.6 and/or 4.3, has been proven.
- d. The Board may request the chief executive officer or designee to have any papers, property or personal effects, taken from a student's person or premises in violation in Section 1.2.8, returned.
- e. The Board may request the chief executive officer or designee to direct compliance with Section 1.4.4 when a violation of the rights stated therein has been proven.
- f. The Board may request the appropriate college official to direct compliance with Section 1.2.
- g. The Board may request the appropriate college official to grant whatever other relief the Board deems proper (see Section 2.9).

**1.2.9 Right to a free student press:** Student publications must be free to deal openly and responsibly with issues of interest and importance to the academic community. Student publications will avoid such practices as the use of libel, undocumented allegations, obscenity, attacks on personal integrity, and deliberate deceptions of its readers, unnecessary harassment and innuendo, and other violations of individual rights. The editors shall have the right to address issues of interest and importance to the academic community. The editors shall have the right to editorial freedom without the prior approval of copy and will be protected against dismissal or suspension except for violations of policies and regulations established by the System.

#### **1.3 Responsibility for Student Publications:**

Jurisdiction over campus-wide student publications of a KCTCS college shall be vested in a Board of Student Publications reporting to the president/director or designee. Jurisdiction means the responsibility for the fiscal management, the editorial policies, and the general operation of the student publications. A campus wide student publication is defined as a publication which meets all of the following criteria: (a) any enrolled student is eligible to participate in its publication, (b) it is published for a campus-wide audience, and (c) it is supported in whole or in part by KCTCS funds. (*Administrative Policy 6.4 KCTCS Boards of Student Publications*)

**1.3.1 Composition of the Board of Student Publications:** Membership on a College Board of Student Publications will include, but is not limited to, the advisers and editors of student publications and representatives from the faculty, staff, and student body. One or more members-at-large may be appointed from the alumni, professional journalists, or public-at-large. Members of the Board will be appointed by the president/director.

**1.3.2 The Role of the Board of Student Publications:** Consistent with the general philosophy of providing a free and responsive press on the college campus and consistent with Right to a Free Student Press of the Code of Student Conduct, the Board of Student Publications shall be responsible for the development and promulgation of a statement of policy for the guidance of the editorial staffs of publications under the Board's jurisdiction. This statement will deal with

operational, editorial, and financial policies of student publications and shall be submitted by the president/director to the KCTCS Office of Student Affairs for approval.

- The Board of Student Publications shall be available for immediate consultation with the editor and/or adviser; its role shall be one of policy interpretation and not one of censorship.
- The Board of Student Publications shall advise and consult with the student publications advisers and editors regarding financial management of the publications under the Board's jurisdiction. The Board shall approve budget proposals prior to submission to the president/director.
- If, after thorough investigation which shall include affording the editor an opportunity to present personal views, the Board should conclude that an editor has violated the Board's policies or has otherwise failed to perform appropriate duties as editor, the Board is authorized to take one or more of the following actions in reference to the student's status as editor: counsel, warn, reprimand, suspend for a specified period of time, or dismiss.

#### **1.4 Provisions of the Family Educational Rights and Privacy Act of 1974:**

This is to serve notice to all students of the Kentucky Community and Technical College System 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 maintained by the college and/or the System Office for students:

1. Academic records from schools previously attended;
2. Scores or results on various standardized tests and interest/attitude inventories;
3. Degrees awarded;
4. Current academic work completed;
5. Grades and other faculty evaluations;
6. Applications for admissions;
7. Applications and other data related to financial aid;
8. Applications for employment;
9. Class rolls;
10. Letters of recommendation;
11. Academic advisor notes;
12. Attendance data;
13. 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);
14. Medical data;
15. Current student status;
16. Accounts relating to fees;
17. Academic offenses;
18. Disciplinary offenses; and
19. Counseling notes.

In the System, the college is responsible for the maintenance of records in all categories although duplicates of some records are maintained in the Office of the Chancellors. The Kentucky Community and Technical College System Office maintains records in categories (1), (3), (4), (5), (8), (10), (15), and (16) that relate to students. The Office of Financial Aid and the Controller's Office at the college have records in category (7).

**1.4.1 Access to records :** In general, the records maintained by the college are available only to the student, to college personnel with legitimate educational interests, 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 HEW, 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. 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 (see Section 1.44, #3.).

**1.4.2 Procedures for challenge:** A student who believes that any record maintained by the college, the college district, or the Kentucky Community and Technical College System 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 Kentucky Community and Technical College System and will be addressed in a timely manner.

**1.4.3 Directory information:** In its discretion, a college or KCTCS as appropriate, may provide Directory Information in accordance with the provisions of the Act [Family Educational Rights and Privacy Act of 1974] to include: student name, 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, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying designated officials in writing within ten (10) calendar days from the first scheduled day of class of the fall term. 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. (*Administrative Policy 6.2.9 Directory Information*)

**1.4.4 Notifications of rights under FERPA for postsecondary institutions:** The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days after the college receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official 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 college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to "request for amendment" of the student's education records that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they

believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. There are, however, **exceptions** to the consent policy (*Administrative Policy 6.2.6*) and the colleges reserve the right, as allowed under the Act, to disclose education records or components thereof without written consent to:

- 1.) Personnel within the colleges who demonstrate a need to know and who act in the student's educational interest including faculty, administration, and professional employees and other persons who manage student's records;
- 2.) Officials of other institutions at which the student seeks to enroll, on the condition that the applicable college or System makes a reasonable attempt to inform the student of the disclosure at the student's last known address, unless the student initiated the request to transfer;
- 3.) Officials of other schools at which the student is currently enrolled;
- 4.) Persons or organizations providing the student financial aid in order to determine the amount of, eligibility for, and conditions of an award, and to enforce the terms of the award;
- 5.) Accrediting organizations carrying out their accrediting functions;
- 6.) Authorized representatives of the Controller General of the United States, the Secretary of the Department of Education, and state educational authorities only if the information is necessary for audit and evaluation of federal or state supported programs;
- 7.) State and federal officials to whom disclosure is required by state statute adopted prior to November 19, 1974;
- 8.) Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, so long as there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the projects;
- 9.) Parents of dependent students who have established the student's status as a dependent according to Internal Revenue Code of 1954, Section 152 (as amended). This requires a certified copy of the parent's most recent Federal Income Tax Form;
- 10.) Persons in compliance with a judicial order or a lawfully issued subpoena if reasonable effort is made to notify the student; and
- 11.) Appropriate persons in a health or safety emergency, so long as (1) there is a serious threat to the student or others, (2) the knowledge of the information is necessary to meet the emergency, (3) time is of the essence, and (4) the persons to whom the information is disclosed are in a position to deal with the emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college, college district, or the Kentucky Community and Technical College System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

## **ARTICLE II**

### **ACADEMIC POLICIES AND PROCEDURES**

*(Referenced in the Rules of the Community College Senate, Section VII and in the Rules of the Technical College Senate, Section VII)*

### **2.1 Academic Honesty Policy:**

The KCTCS faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects students and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of academic rights of students (section 2.2) and student offenses (section 2.3). A reference to where a student can find information about academic rights and academic offenses and the student's right to appeal shall be included in the course syllabus.

### **2.2 Academic Rights of Students:**

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

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

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

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

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

**2.2.5 Academic records.** A student has the right to have academic records kept confidential unless the student consents in writing to have them released. The chief executive officer or designee may disclose the academic record of a student without the student's consent to authorized college personnel if the information is required for official use, such as advising students, writing recommendations, or selecting candidates for honorary organizations.

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

### **2.3 Student Academic Offenses and Academic Sanctions:**

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

#### **2.3.1 KCTCS Academic Offenses:**

### **2.3.1.1 Plagiarism**

Plagiarism is the act of presenting ideas, words, or organization of a source, published or not, as if they were ones own. All quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by some form of documentation acceptable to the instructor for the course. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work that a student submits as the student's own. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual material is completed, it must be done by the student and the student alone. The use of the term "material" refers to work in any form including written, oral, and electronic. All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self expression. In any case in which a student feels unsure about a question of plagiarism involving the student's work, the student must consult the instructor before submitting the work.

### **2.3.1.2 Cheating**

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

### **2.3.1.3 Student Co-Responsibility**

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

### **2.3.1.4 Misuse or Student Falsification of Academic Records**

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

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

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

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

- A. a failing grade for the specific assignment; and/or
- B. a reduced grade for the course; and/or
- C. a failing grade for the course.

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

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

The instructor may also recommend that the student be suspended for any academic offenses (as defined in sections 2.3.1.1, 2.3.1.2, or 2.3.1.3). Any student found guilty of a second academic violation shall be expelled from the college and shall not be allowed to enroll at any of the other KCTCS colleges for one academic year. The minimum sanction for misuse or falsification of an

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

## **2.4 Student Appeals and Responsibilities:**

### **2.4.1 Student Responsibilities:**

#### **2.4.1.1 Responsibility Involving Academic Rights of Students (section 2.0)**

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

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

#### **2.4.1.2 Responsibility Involving Academic Offenses (section 2.3)**

When a student is believed to be guilty of any of the four academic offenses (2.3.1.1 – 2.3.1.4), a student will find information concerning responsibilities of college personnel in section 2.5.2. In case of an alleged academic offense (section 2.3.1) by a student, the instructor shall notify the student in writing, explain the sanction to be implemented, and inform the student of her/his rights to appeal.

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

**2.4.2 Student Rights During the Appeals Process (Academic Rights/Academic Offenses):** In cases of academic rights and academic offenses, the student shall have the right of class attendance and participation during the consideration of any appeal except that such attendance and participation may be limited when:

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

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

### **Case falls under Sect. 2.2**

## **2.5 Disposition of Alleged Violations of Student Rights/Academic Offenses of Students:**

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

#### **2.5.1.1 Responsibility of the Division Chair\***

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

### ***2.5.1.2 Responsibility of the Chief Executive Officer***

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

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

#### ***2.5.2.1 Responsibility of the Instructor***

Within ten (10) calendar days of the occurrence of an alleged student academic offense, the instructor shall submit in writing to the division chair\* a description of the activity that resulted in the accusation of academic dishonesty and the sanction implemented when a failing grade is assigned. (Copies of letters shall be forwarded to the chief academic and student affairs officers.) An instructor shall notify the student in writing of the academic offense, explain the sanction, and inform the student of her/his right to appeal the fact of guilt and/or severity of the sanction when a failing grade is assigned.

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

#### ***2.5.2.2 Responsibility of the Division Chair\****

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

#### ***2.5.2.3 Responsibility of the Chief Executive Officer***

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

### **2.6 College Appeals Board Responsibilities:**

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

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

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

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

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

**2.6.2 Responsibility in Cases Involving Student Academic Offenses (section 2.3):** Within five calendar days upon receipt of a student appeal, the Chair of the Appeals Board shall invite the instructor, division chair, and chief executive officer to file statements with the Board.

Statements must be filed within ten (10) calendar days after receiving the invitation. The Board will, within ten calendar days of receipt of the statements, convene, review the appeal and any statements, and decide by majority vote whether to hear the case, except that the Board must hear all cases in which a student has appealed actual suspension or expulsion.

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

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

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

**2.6.2.1 KCTCS Chancellors' Approval of the Suspension/Expulsion Sanction**

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

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

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

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

- a. direct that the student's grade in the course in question be changed, but only to a W (Withdrawn) or a P (Passing);
- b. uphold the assigned sanction; or
- c. may take any other reasonable action calculated to guarantee the rights.

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

**2.8 Composition of the College Appeals Board:**

(The composition of this Board can only be changed by the Kentucky Community and Technical College System Board of Regents.) The College Appeals Board shall consist of six members: two full-time students and four full-time faculty members. In addition, two student alternates and two faculty alternates shall be selected on the same basis and with the same requirements as the regular members. All members of the Appeals Board and/or their alternates shall be expected to meet within 48 hours after notice from the Chair.

Appeals Board members shall meet the following criteria:

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

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

The Chair of the Appeals Board shall be elected by the Appeals Board members. A quorum for the conduct of business will be five members, no fewer than three of whom are faculty members.

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

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

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

## **ARTICLE III**

### **POLICY GOVERNING ACCESS TO AND USE OF KCTCS COMPUTING RESOURCES** (*Administrative Policy 4.2.5*)

#### **3.1 Two Basic Rights:**

Access to computing resources is granted to an individual by the Kentucky Community and Technical College System (KCTCS) solely for the grantees own use. Every user of the KCTCS computing resources has two basic rights regarding computing:

1. Privacy
2. A fair share of resources.

It is unethical and a violation of this policy for any person to violate these rights.

All users, in turn, are expected to exercise common sense and decency (due regard for the rights of others) with respect to the public computing resources, thereby reflecting the spirit of community and intellectual inquiry at KCTCS. Access is a right that may be limited or revoked if an individual misuses the right or violates applicable KCTCS policies or state or federal laws.

#### **3.2 Principles Governing Use of Computing Resources:**

- a. User access is granted to an individual and may not be transferred to or shared with another without explicit written authorization by the Vice President responsible for Information Technology, a designee, or the appropriate system administrator.
- b. User access to computing resources is contingent upon prudent and responsible use.
- c. The user may not use computing resources for any illegal or unauthorized act; in particular, the user may not use computing resources to violate any state or federal laws or any of the regulations specified in KCTCS policy or the student rights and responsibilities handbook (Code of Student Conduct).

d. The user may not use computing resources for any commercial purpose without prior written authorization from the Vice President (Information Technology), a designee, or the appropriate system administrator.

e. Computing resources must be shared among users in an equitable manner. The user may not participate in any behavior that unreasonably interferes with the fair use of computing resources by another.

**3.3 Examples of Violations:** Violations of these principles or any attempt to violate these principles constitutes misuse. Violations include, but are not limited to:

a. Sharing passwords or acquiring another's password without prior written authorization from KCTCS Information Technology or the appropriate system administrator.

b. Unauthorized accessing, using, copying, modifying, or deleting of files, data, user ids, access rights, usage records, or disk space allocations.

c. Accessing resources for purposes other than those for which the access was originally issued, including inappropriate use of authority or special privileges.

d. Copying or capturing licensed software for use on a system or by an individual for which the software is not authorized or licensed.

e. Use of computing resources for remote activities that are unauthorized at the remote site.

f. Causing computer failure through an intentional attempt to "crash the system," or through the intentional introduction of a program that is intended to subvert a system, such as a worm, virus, Trojan horse, or one that creates a trap door.

g. Intentional obscuring or forging of the date, time, physical source, logical source, or other header information of a message or transaction.

h. Interception of transmitted information without prior written authorization from KCTCS Information Technology or the appropriate system administrator.

i. Failure to protect one's account from unauthorized use (e.g., leaving one's terminal publicly logged on but unattended).

j. Violation of priorities for use of computing resources as established by an individual facility within the KCTCS.

### **3.4 Responses to Violations:**

Violation of this policy will result in action by the appropriate KCTCS office or agency.

Violations of KRS 434.840 (Kentucky statutes dealing with unlawful access or use of a computer) may be referred to the Commonwealth Attorney or the police for investigation and/or prosecution. Similarly, violations of 18 U.S.C. Sec. 1030 (Federal laws dealing with unlawful access or use of a computer) may be referred to the Federal Bureau of Investigation.

### **3.5 KCTCS Sanctions:**

KCTCS sanctions are imposed by the appropriate KCTCS authority and may include, but are not limited to, limitation or revocation of access rights and/or reimbursement to KCTCS for the computing and personnel charges incurred in detecting and proving the violation of these rules, as well as from the violation itself. Reimbursement may include compensation for staff work time related to the violation and for archiving information related to the incident. The usual rights and privileges of appeal apply.

### **3.6 Investigating and Review of Charges:**

When the Vice President responsible for Information Technology, a designee, or the appropriate system administrator has reason to believe that a violation may have occurred, he or she may initiate an investigation and/or suspend computing privileges for the individual(s) involved, pending further investigation. If significant KCTCS sanctions are imposed, such action, together with an explanation of the causal events, shall be reported by the Vice President or the appropriate system administrator to the appropriate Chancellor's or Vice President's office.

In cases where a user's computing privileges are limited or revoked, a user should request a review of the action according to procedures established by KCTCS Information Technology before appealing through other KCTCS channels.

## **ARTICLE IV**

### **THE COLLEGE AS SUPERVISOR OF STUDENT ORGANIZATIONS**

The college recognizes the role that organized activities serve in enlarging the educational experience of the members of the college community. Intellectual and personal growth takes place in student organizations that have effective leaders and effective members. Membership in student organizations shall be limited to students, faculty, and staff of the college except Honor, Leadership, and Recognition Societies that may include other persons as provided for in their national constitutions.

#### **4.1 Types of Organizations:**

The college recognizes and encourages students to participate in the following types of organizations:

- a. Honor, Leadership, and Recognition Societies;
- b. Divisional Organizations and Professional Fraternities;
- c. Political Organizations;
- d. Governmental Organizations; and
- e. Specialty Organizations (religious, athletic, military, etc.).

#### **4.2 Registration:**

The registration of any student organization is at the discretion of the college and is dependent upon the completion of the required application form and compliance with the rules and additional criteria, such as a probationary period, the college may set forth. Such criteria shall be established and published by the college and made uniform for all similar types of organizations. Student organizations must be registered before they may use college facilities or property.

#### **4.3 Use of KCTCS Facilities:** (*excerpts Administrative Policy 3.3.16*)

- ☐☐ In order to promote operational efficiency and to provide administrative flexibility within KCTCS, the KCTCS President delegates this function to the president of each community college and director of each technical college.
- The System's facilities shall be used only for educational, cultural, or charitable purposes, or other purposes as determined by the President for KCTCS in accordance with the KCTCS Board of Regents and the *Rules of the Senate*.
- ☐☐ College facilities shall not be used to further the interests of a political party or to be used to advance or inhibit religion.
- ☐☐ College facilities shall be made available to college units and groups and non-college groups only after it has been determined that the facility has not been scheduled and is not otherwise expected to be used for academic functions.
- ☐☐ Solicitations by any college unit or group, or any non-college group, for subscriptions, sales of merchandise of any kind whatsoever, publications, or services upon college property (other than by the authorized stores, eating places, or vending operations of a college) are prohibited except upon written permission of the college president or director.

#### **4.4 Procedural Guidelines for the Management and Use of Facilities in KCTCS:** (*excerpts Administrative Policy 3.3.16*)

- All requests for the use of facilities by college units and groups and non- college groups shall be forwarded to the local college president or director or the president's or director's designee.
- All requests shall be in writing and received by the local college president or director or the president's or director's designee at least 48 hours prior to the scheduled event.
- All applications from college units and groups and non-college groups will be considered in order of receipt. Scheduled academic activities and community service functions shall have priority for the use of a college facility.
- The best interest of the college may make it necessary occasionally to cancel an event. When such a cancellation becomes necessary, the unit or group holding the reservation shall be given notice as far in advance as possible.
- Any organization or group using a college facility shall take proper care of the facility and its equipment and shall be financially responsible for any damage thereto during use resulting from abuse or neglect.

#### **4.5 Advisors:**

Advisors of organizations can be members of the college staff, faculty or any other responsible adult who is interested in the purpose of the organization and who will agree to carry out the responsibilities of an advisor.

Responsibilities:

- a. Offer support and guidance to the organization in carrying out the purposes of the organization.
- b. Counsel and advise the officers of the organization as to their powers and responsibilities.
- c. Attend regular and specially called meetings of the organization.

Each student organization will have two advisors. The college President/Director or designee may make exception to allow an organization to have only one advisor when appropriate or necessary.

- a. The membership of the organization may elect persons to be recommended to hold the position of advisor to the college President/Director or designee for approval.
- b. When approval is not granted, the membership will be given the opportunity to submit additional names.
- c. In absence of recommendations from the membership, the college President/Director or designee will appoint advisors.

#### **4.6 Offenses:**

Offenses as defined below are punishable when committed by student organizations, their visitors, or invitees:

- a. Hazing by subjecting college students to unnecessary and excessive abuse, humiliation, or physical danger, or by committing any action or causing any situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
- b. Interference, coercion, or disruption that impedes, impairs, or disrupts the college mission, processes, or functions, or interferes with the rights of others on college property, or the rights of registered student organizations.
- c. Conduct that is disorderly, abusive, drunken, violent, or excessively noisy.
- d. Discrimination against any person due to race, color, national origin, age, marital status, sex, sexual orientation, political or religious affiliation or belief, except when the expressed and legitimate purposes of the organization require limitation as to sex or religion.

- e. Knowingly enrolling as an official member or electing, appointing, or retaining as an elected or appointed officer or committee chairperson, any student on academic probation or under any disciplinary sanction that prohibits the student from holding such office.
- f. Organizing, sponsoring, implementing, or conducting programs or activities that are disorderly or that are violations of law or college regulations.
- g. Distributing obscene matter or knowingly organizing, sponsoring, implementing, or conducting programs or activities that contain indecent or obscene behavior.
- h. Recurrent financial over-obligation and non-payment of debts financially delinquent to the college.
- i. Any violation of college rules or policies that apply to registered student organizations or their use of college facilities or property.

**4.7 Sanctions:**

Student organizations are entities of the college and, therefore, without legal status. The chief executive officer or designee may impose sanctions up to and including refusal or cancellation of registration.

**4.8 Right to Appeal:**

Within 30 days of receipt of notice that the chief executive officer or authorized representative has refused or canceled the registration of an organization, the officers or proponents of such organization may appeal in writing to the chief executive officer or designee.

The chief executive officer or designee may either grant or reinstate the registration in question or refer the matter to the College Appeals Board. The Appeals Board shall forward its recommendation to the KCTCS Chancellor's Office. The Chancellor's decision shall be final.

**ARTICLE V**

**NON-ACADEMIC DISCIPLINARY POLICIES AND PROCEDURES**

**5.1 General Regulations Concerning Student Behavior:**

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.

**5.2 Disciplinary Offenses:**

Though not an inclusive list, the offenses as defined below are punishable disciplinary offenses. Lack of intent may be asserted as an affirmative defense by any student charged with an offense listed below.

1. Material disruption or obstruction of teaching, research, administration, disciplinary proceedings, or any other college activities. Under no circumstances will fighting be tolerated while on college property or at off-campus events sponsored by the college.
2. Assault and/or battery.
3. Psychological abuse or harassment.
4. Participating in or inciting a riot or an unauthorized disorderly assembly.
5. Seizing, holding, commandeering, or damaging any property or facilities of the college or threatening to do so, or refusing to depart from any property or facilities of the college upon direction by college officials or other persons authorized by the institution.
6. Sexual assault.
7. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items except where specifically authorized by state law and regulations of the college.
8. Failure to comply with the official and proper order of a duly designated college official.
9. Gambling or holding an unauthorized raffle or lottery.

10. Manufacturing, possessing, using, selling, or distributing any type of controlled substances or illegal drugs.
11. Use or possession of weapons (guns, knives, etc.) on college property, on one's person, or in one's motor vehicle.
12. Creating a fire or safety hazard or abusing/misusing safety equipment, or transmitting false fire alarms.
13. Littering.
14. Defacing, destroying, damaging, removing, or using public or private property without proper authorization.
15. Violating any rule or regulation not contained within the official college publications, but announced as administrative policy by the chief executive officer or his/her designee.
16. Encouraging or assisting others to commit any of the acts that are prohibited by the Code of Student Conduct.
17. Knowingly furnishing false information to the college, including the forgery, alteration, or misuse of college documents, instruments, or identification.
18. Unauthorized use of computers or word processors or unauthorized efforts to penetrate or modify the computer or word processing security system or any program software.
19. Allowing children under age sixteen (16) to remain unsupervised while on campus.
20. Offering or passing a worthless check or failing to meet financial obligations of the college.
21. Failing to abide by any terms of any disciplinary sanctions properly imposed by a college official, committee, or agency.

### **5.3 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 matters as the nature of the particular offense, the welfare of the student and the college community, and the prior disciplinary record of the student. Usual sanctions are listed and explained in this section. In addition to these sanctions, other sanctions, as appropriate for a particular case, may be imposed. Each level of hearing body may use creative sanctions that are designed to be educational in nature.

- 1. 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.
- 2. Restitution:** Compensation to the college for damages to college property.
- 3. Social Probation:** Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.
- 4. College/Community Service:** Service to the college or community of up to 16 hours can be served within a specified time frame.
- 5. Educational Sanction:** An educational sanction requiring attendance or participation in a pre-arranged class, program, or activity designed to prevent or deal with high-risk behavior.
- 6. Counseling:** Student may be referred to counseling evaluation on appointment by Counseling Services.
- 7. Eviction:** Forced removal from a classroom or other college property.
- 8. College Probation:** Status that carries a severe warning that any further violation of college regulations that may result in the student going before the College Appeals Board for consideration of suspension or expulsion. This may include restrictions of privileges for a specified period of time.
- 9. Suspension:** Forced withdrawal from the college for a specified period of time or until stated conditions have been met as determined by the College Appeals Board.

**10. Immediate Suspension:** A student may be suspended immediately when:

- a. In the judgment of the chief executive officer (upon consultation with the chief student affair's officer), 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.
- b. The student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders from the chief executive officer (upon consultation with the chief student affair's officer).
- c. 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, a disciplinary hearing will be held at the earliest reasonable time (see Section 5.6.).

**11. Expulsion:** Permanent, forced withdrawal from the college as determined by the College Appeals Board.

#### **5.4 Enforcement:**

All college personnel are responsible for enforcing college rules and regulations. When a violation is observed, it should be reported in writing to the chief student affairs officer. The accused will be notified in writing of the charge and an impending hearing. The college reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and campus environment.

#### **5.5 The Procedures:**

##### **5.5.1 The Role of the Chief Executive Officer in Student Disciplinary Matters:**

**5.5.1.1** When the chief executive officer or designee, after investigation into an alleged violation of the disciplinary rules, believes a student has committed a disciplinary offense defined in Section 5.2, the chief executive officer or designee shall notify and charge the student with said offense.

Thereafter, the chief executive officer or designee shall notify the student of "The Rights of the Accused" (see Section 5.5.1.5), after which the chief executive officer or designee may solicit a plea of guilty or not guilty, which shall be in writing and notarized.

**5.5.1.2** When a student enters a plea of guilty, the chief executive officer or designee shall confer with the student and outline proposed disciplinary action as defined in Section 5.3 and/or counseling. Any information obtained from the student during a counseling session is strictly confidential and inadmissible in any judicial proceeding of the college except in cases where the student withdraws from the counseling process or refuses to comply with the conditions of the counseling process.

**5.5.1.3** The accused shall enjoy the right to choose an advisor to assist during all preliminary conferences and judicial hearings and shall be informed of this right. However, the student is not entitled to an advisor during any counseling session except at the request of the chief executive officer or designee.

**5.5.1.4** If the chief executive officer or designee and the student are unable to resolve the matter to their mutual satisfaction in the counseling process, the chief executive officer or designee shall forward the reports and evidence concerning the case to the College Judicial Board for evaluation and possible prosecution. The chief executive officer or designee is thereafter concerned with keeping the records of the College Judicial Board and Appeals Board and in aiding the student to comply with any sanction decreed by either Board.

**5.5.1.5** To guarantee that a student receives due process, the following elements will be made available to the parties involved:

1. Published rules, regulations, and procedures (including, but not limited to, the *KCTCS Catalog* and *KCTCS Code of Student Conduct*).

2. Written notice of the charge(s) violating rules and regulations.
3. A hearing or oral proceeding before an administrative officer or committee.
4. Information about witnesses who may give evidence to support the charge(s) and the hearing.
5. Right to have counsel at the hearing to advise the student, but counsel may not participate in the hearing.
6. A written record of the hearing.
7. A prompt written decision within ten (10) business days following deliberations.
8. Information about appeals procedures.

**5.5.1.6** Within the rights of the student at a college, the chief executive officer or designee may contact the parents, or other persons as the chief executive officer or designee deems appropriate in matters of discipline only if the student is less than eighteen years of age or consents.

**5.5.1.7** All student complaints involving rights stated herein shall be reported to the chief executive officer or designee within 30 days of their occurrence. Complaints reported after this period or which otherwise come to the attention of the chief executive officer or designee may be acted upon according to the chief executive officer's determination of the circumstances.

**5.5.1.8** The chief executive officer or designee shall investigate each student complaint to determine whether it contains merit.

a. If the chief executive officer or designee decides that it does contain merit, the chief executive officer or designee shall use moral persuasion, negotiation, personal appeal, and the prestige of the chief executive officer's or designee's office to settle the case to the chief executive officer's or designee's satisfaction and that of the student.

b. When the chief executive officer or designee is unable to satisfy the complaint to the satisfaction of the student or when the chief executive officer or designee has notified the student that the complaint does not contain merit, the student has the right to appeal within 30 days to the College Appeals Board.

**5.5.1.9** The chief executive officer or designee shall have broad investigatory powers in nonacademic cases and shall receive prompt and full cooperation from students, student organizations, faculty and administrators. The chief executive officer or designee may recommend policies or practices that should be terminated, modified or initiated to the Student Government, the Senate Council, division heads, or other appropriate persons.

**5.5.2 The College Judicial Board:** Each college shall have a Judicial Board, hereinafter referred to as the JBoard, with original jurisdiction over cases involving alleged violations by students and the stated college disciplinary offenses defined in Section 5.2.

**5.5.2.1 Authority:** The J-Board shall have the sole authority to determine the issue of guilt in those cases referred to it pursuant to Section 5.2. It shall have the sole authority to impose sanction(s) short of actual suspension or dismissal upon any student found guilty of a violation of college disciplinary rules defined in Section 5.2. If the J-Board believes that actual suspension or dismissal is the appropriate remedy, it shall recommend such action to the chief executive officer or designee.

**5.5.2.2 Composition:** The J-Board shall consist of ten students, five male and five female. The college shall make every effort to ensure proportionate ethnic diversity. There shall be two co-chairpersons, one male and one female. In order for any proceeding to be taken against a student for a violation of college rules, at least five members of the J-Board must be present to hear the case, with at least two members of each sex represented. Prior to the hearing, the student may request that the Board be comprised of the student's sex only. Any decision of the J-Board must be by a majority of the members of the Board hearing the case.

**5.5.2.3 Eligibility Requirements:** Any student, who is enrolled in at least six (6) hours of coursework and has earned at least twelve (12) credit hours in residence in the college and who

is a student in good standing is eligible for appointment to the J-Board. Consideration will be given to academic standing of the students.

**5.5.2.4 The Appointment Process:**

a. The chief student affairs officer or the Student Affairs Committee shall nominate all applicants for membership and forward those who have been nominated to the President of the Student Government or equivalent organization, who, with the advice and approval of the chief executive officer of the college, shall make the final appointment of the JBoard members.

b. Any member of the J-Board is obliged to withdraw from participation in a hearing when the member feels unable to hear the case fairly and objectively and to decide its outcome impartially on the basis of the evidence presented.

c. Representatives of the college administration and the accused shall have the right to challenge, for cause, any member of the J-Board. Any challenge(s) shall be submitted in writing to the chief executive officer no later than twenty-four hours prior to the established date of the hearing. Any challenge(s) shall be sustained or denied by the chief executive officer. Should such challenge(s) be sustained, the alternate shall be appointed by the chief executive officer.

**5.5.2.5 Terms of Office:** Students selected for membership on the J-Board will serve one year terms or, at the discretion of the chief executive officer, a term not exceeding three semesters.

**5.5.2.6 Absence:** Three unexcused absences in any one semester shall constitute automatic dismissal from the J-Board. The J-Board, acting as a unit, may make such additional regulations regarding absences as it may deem appropriate. All requests for excused absences shall be made to the chief executive officer whose decision shall be final.

**5.5.2.7 Temporary Appointments to the Judicial Board:** If a sufficient number of the members of the College Judicial Board are not present at any time when that Board has duties to perform, the President of the Student Government Association or equivalent organization, with the advice and consent of the chief executive officer of the college, shall make such temporary appointments as are necessary to ensure that the required number of members is present. Such temporary appointments need not be preceded by the recommendations otherwise provided herein.

**5.5.3 The College Appeals Board:** There shall be a College Appeals Board with appellate jurisdiction over all decisions of the College Judicial Board and over decisions of any faculty members on matters of college academic offenses.

**5.5.3.1 Jurisdiction on Cases of Disciplinary Offenses:**

a. Within 30 days after receipt of the decision of the College J-Board, any accused student may appeal in writing to the chief executive officer for review by the College Appeals Board of the J-Board's finding of guilt or for review of the nature or severity of the sanction imposed or recommended by the J-Board. The chief executive officer shall forward the appeal to the Chairperson of the College Appeals Board for the appropriate action.

b. If the chief executive officer believes that the sanction imposed by the J-Board was in appropriate for the offense committed, the chief executive officer may request a review thereof by the College Appeals Board. Such a request shall be directed to the Chairperson of the College Appeals Board within 30 days of the decision by the JBoard.

**5.5.3.2 Disposition of Cases of Disciplinary Offenses:**

a. If the student appeals on the issue of fact regarding commission of the offense, the College Appeals Board shall review the evidence, and its decision shall be final.

b. If the student requests a review of the sanction, the College Appeals Board shall recommend what it believes to be the appropriate sanction to the chief executive officer who shall set the sanction.

c. Any decision and/or recommendation by the College Appeals Board must be by a majority of those members sitting on the case.

**5.6 Temporary Sanctions:** In the event that the chief executive officer (upon consultation with the chief student affairs officer) has reasonable cause to believe that a student's presence may result in injury to the student, others, or college property, or in the event that the student has been charged with a crime so serious as to threaten the welfare of the college community, the chief executive officer may impose such temporary sanctions necessary to protect members of the college community or its property including expulsion from college property. Upon taking such action, the chief executive officer shall notify the College Appeals Board and the affected student of his or her rights to be heard. The student may appeal the chief executive officer's decision to the College Appeals Board in writing within 30 days. If requested in the written appeal, the Chairperson shall call a meeting of the Board to hear the case within 48 hours or as soon as practicable thereafter. The Board shall consider the student's academic needs to attend class, use the library, and fulfill other academic responsibilities in making its recommendation. This Board may recommend to the Chancellor changes or extensions of the chief executive officer's action. The Chancellor then shall determine the sanctions to be imposed. Such temporary sanctions shall be enforced only for such time as the conditions requiring them exist. Accordingly, the college official who made the final determination of the sanction to be imposed shall have jurisdiction for the purpose of reconsidering this sanction in the light of new circumstances.

Alternatively, the circumstances shall be reviewed by the Board whenever there are indications that they have changed and upon an appeal in writing from the student involved.

## **COMPLIANCE STATEMENT**

The Kentucky Community and Technical College System is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate based on race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, and with Title VI of the Civil Rights Act of 1964 is coordinated by the Director of Diversity Programs, KCTCS, 2750 Research Park Drive, P. O. Box 14092, Lexington, Kentucky 40512-4092 (phone 859-246-3100, ext. 3201).

Efforts to comply with the laws and regulations applicable to people with disabilities, as required by Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990, are also coordinated by the Director of Diversity Programs. Questions concerning compliance with regulations may be directed to the Kentucky Community and Technical College System's Executive Director of Human Resources, 2780 Research Park Drive, P.O. Box 14092, Lexington, KY 40512-4092, (859) 246-3113, or to the Director of the Office of Civil Rights, U.S. Department of Education, Philadelphia, PA.

The Kentucky Community and Technical College System are in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Questions may be directed to the KCTCS Student Affairs Division or the Human Resource Coordinator's Office at each college.

Questions about admissions to any college within the Kentucky Community and Technical College System should be directed to the appropriate admissions office.

**KCTCS does not discriminate based on race, color, religion, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Diversity Programs, P.O. Box 14092, Lexington, KY 40512; phone 859-246-3100.**

# APPENDIX C

## MCC 2009-10 CALENDAR

### Fall 2009

Date(s)	Event(s)
Friday, August 7	Application deadline for Fall semester; all application materials must be submitted by this date.
Wednesday, August 12	Last day to register for classes
Monday, August 17	Class work begins.
Wednesday, August 19	Last day to register for a class ( <b>only</b> with faculty approval) Tuition is due in the Business Office Last day to withdraw from a first bi-term class and receive a full (100%) refund.
Friday, August 21	Last day to drop a course without a grade Last day to withdraw from a full semester class and receive a full (100%) refund.
Friday, August 28	Last day to withdraw from a first bi-term class and receive a 50% refund.
Monday, September 7	Labor Day (no class)
Tuesday, September 15	Last day to withdraw from a full semester class and receive a 50% refund.
Monday - Saturday October 12 - 17	Fall break (no class)
Monday, October 19	Midterm Last day for students, at their own discretion, to officially withdraw from a class and receive a grade of W.
Thursday, October 22	Last day to withdraw from a second bi-term class and receive a full (100%) refund.
Monday, November 2	Last day to withdraw from a second bi-term class and receive a 50% refund.
Thursday - Saturday November 26 - 28	Thanksgiving Holiday (no class)
Friday, December 4	Last day for students, at the discretion of the instructor, to

	officially withdraw from a class and receive a grade of W..
Saturday, December 5	End of class work
Monday - Saturday December 7-12	Final examinations
Saturday, December 12	End of fall semester

## Spring 2010

Date(s)	Event(s)
Monday, January 11	Class work begins
Wednesday, January 13	Last day for a registered student to enter an organized class ( <b>only</b> with faculty approval)
Monday, January 18	Martin Luther King, Jr. Day (no class)
Monday, February 15	President's Day
Monday - Saturday March 8 - 13	Spring Break (no class)
Monday, March 15	Midterm Last day for students, at their own discretion, to officially withdraw from a class and receive a grade of W. Last day to change from credit to audit
Friday, April 2	One half day observance for Good Friday
Friday, April 30	Last day for students, at the discretion of the instructor, to officially withdraw from a class and receive a grade of W..
Saturday, May 1	End of class work
Monday - Saturday May 3 - May 8	Final examinations
Saturday, May 8	End of spring semester

## Summer 2010 Calendar

### *Intersession*

Date(s)	Event(s)
Monday, May 10	Registration
Tuesday, May 11	Class work begins Last day for a registered student to enter an organized class ( <b>only</b> with faculty approval)
Monday, May 31	Memorial Day (no class)
Monday, June 7	Final exams End of Intersession

### *Summer Session II*

Date(s)	Event(s)
Monday, June 7	Registration
Tuesday, June 8	Class work begins Last day for a registered student to enter an organized class ( <b>only</b> with faculty approval)
Monday, July 5	Independence Day (observed; no class)
Saturday, July 17	End of class work
Monday, July 19	Final examinations

# APPENDIX D



## ACCIDENT REPORT FORM

(Please Write Legibly)

Name \_\_\_\_\_ Student  Employee  Visitor

Dept./Class \_\_\_\_\_ SSN \_\_\_\_\_

PM \_\_\_\_\_

Facility \_\_\_\_\_

Work \_\_\_\_\_

Address \_\_\_\_\_

Date of Occurrence \_\_\_/\_\_\_/\_\_\_

Time of Occurrence \_\_\_:\_\_\_

AM

Days Lost from School or \_\_\_\_\_

### DESCRIPTION OF INJURY

Apparent Nature of Injury	Part of Body Injured
---------------------------	----------------------

Abrasion     Concussion     Puncture  
 Head

Amputation     Cut             Scald  
L\_\_R\_\_             Knee L\_\_R\_\_

Asphyxiation     Dislocation     Scratch  
 Leg L\_\_R\_\_

Bite             Fracture     Shock  
 Mouth

Bruise             Laceration     Sprain  
 Foot L\_\_R\_\_             Other

Burn             Poisoning     Other  
L\_\_R\_\_

Abdomen     Elbow L\_\_R\_\_

Ankle L\_\_R\_\_             Eye

Arm L\_\_R\_\_             Face

Back             Finger

Chest

Ear L\_\_R\_\_     Hand

Explain Other: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Explain

Describe the nature of the injury (cut, third finger, left hand, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe medical attention received, by whom, and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

**DESCRIPTION OF ACCIDENT**

Did accident occur while in an instructional or work activity?  Yes,  No, If no, explain \_\_\_\_\_  
\_\_\_\_\_

Specify any machine, equipment, or tools involved \_\_\_\_\_

Were proper machine guards being used?  Yes,  No      Was student/employee using Safety Equipment?  Yes,  No

Was student/employee given safety orientation?  Yes,  No      Describe Safety Equipment \_\_\_\_\_

Was student/employee doing assigned work?  Yes,  No      If Safety Equipment was not in use, explain: \_\_\_\_\_  
\_\_\_\_\_

Was this accident due to faulty equipment?  Yes,  No      Action taken to prevent recurrence \_\_\_\_\_  
\_\_\_\_\_

Was supervisor present at accident?  Yes,  No      If no, explain: \_\_\_\_\_  
\_\_\_\_\_

Did student/employee have permission to use equipment?  Yes,  No      If no, explain \_\_\_\_\_  
\_\_\_\_\_

**USE ONLY**

Severe

<b>FOR SAFETY SECTION</b>
Degree of injury <input type="checkbox"/> Minor

**DESCRIPTION OF ACCIDENT**

**(continued)**

**Student's/ Employee's** description of accident (specify in detail)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's/Employee's Signature \_\_\_\_\_ Date  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Was family notified by facility? \_\_\_\_\_

---

---

**Witness'** description of accident (specify in detail)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness' Signature \_\_\_\_\_ Date  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

---

---

**Supervisor's** description of accident (specify in detail)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date  
\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Administrator's Comments**

---

---

---

Administrator's Signature \_\_\_\_\_  
Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

---

---

List all non-student/non-supervisor witnesses and addresses:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

Date accident report received by Safety Coordinator \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Safety Coordinator:** Sign and date original report and forward to Safety Section at:

KCTCS  
Safety Section  
2750 Research Park Drive  
1<sup>st</sup> Floor, Barn  
P.O. Box 14092  
Lexington, KY 40512-4092

---

# APPENDIX E

## AIG Life Insurance Company

AIG Claim Services  
 A&H Claims Department  
 P. O. Box 15701  
 Wilmington, DE 19850-5701  
 800-551-0824/302-661-4176

## PROOF OF LOSS

<b>NAME OF GROUP:</b>	<b>KENTUCKY COMMUNITY AND TECH COLLEGE SYSTEM</b>
<b>POLICY NUMBER:</b>	<b>8056741</b>

### SPECIAL RISK ACCIDENT AND SICKNESS CLAIM FORM

#### INSTRUCTIONS:

- 1.) You must have SECTION A fully completed by a designated official of the Policyholder.
- 2.) SECTION B is to be completed, signed and dated by the claimant or parent/guardian of claimant, if claimant is a minor.
- 3.) Attach itemized bills for all medical expenses being claimed including the claimant's name, condition being treated (diagnosis), description of services, date of service(s) and the charge made for each service. **PLEASE MAIL COMPLETED FORM AND BILLS TO ABOVE ADDRESS.**

<input type="checkbox"/> PRIMARY PLAN - benefits are payable for covered medical expenses from the first dollar without regard to payments made by other insurance up to the policy maximum.	<input type="checkbox"/> EXCESS PLAN - Eligible covered expenses will be determined after benefits have been paid by other valid and collectible insurance. You must submit your claim to your other insurance company first. When you receive their Benefit Statement (EOB) send it to us along with the itemized bills. Benefits for eligible expenses will be paid per policy terms.
--	---

The furnishing of this form, or its acceptance by the Company, must not be construed as an admission of any liability on the Company, nor a waiver of any of the conditions of the insurance contract.

#### SECTION A - MUST BE COMPLETED AND SIGNED BY A DESIGNATED REPRESENTATIVE OF THE POLICYHOLDER

NAME/ AND/OR LOCATION OF GROUP/CLUB/SPORT/SCHOOL, ETC.

CLAIMANT'S FULL NAME (PLEASE PRINT CLEARLY OR TYPE)	SOCIAL SECURITY NO. (IF AVAILABLE)	DATE OF BIRTH	NAME OF SUPERVISOR
---	------------------------------------	---------------	--------------------

DATE COVERAGE BEGAN	DATE COVERAGE WILL END/HAS ENDED
---------------------	----------------------------------

NATURE OF INJURY OR ILLNESS. (DESCRIBE FULLY, INCLUDING WHICH PART OF BODY WAS INJURED.)	DESCRIBE HOW, WHEN AND WHERE ACCIDENT OCCURRED (DATE AND TIME).
--	---

NAME OF ACTIVITY  INDICATE THE SPORT (IF APPLICABLE)	DID ACCIDENT OCCUR: A. WHILE CLAIMANT WAS SUPERVISED  B. DURING SPONSORED ACTIVITY  C. DURING PROGRAMMED HOURS  D. WHILE TRAVELING TO OR FROM REGULARLY SCHEDULED ACTIVITY IN A SUPERVISED GROUP	<input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO
--	---	--

DATE LAST WORKED	DATE RETURNED TO WORK	WEEKLY EARNINGS
POLICYHOLDER REPRESENTATIVE (PLEASE PRINT OR TYPE)	TITLE	DAYTIME TELEPHONE NUMBER ( )
SIGNATURE OF POLICYHOLDER REPRESENTATIVE		DATE

**SECTION B - MUST BE COMPLETED**

LIST NAME, ADDRESS, AND PHONE # OF OTHER INSURANCE COMPANIES UNDER WHICH CLAIMANT IS INSURED:	POLICY #/ACCOUNT #
IF CLAIMANT IS A MINOR, NAME OF CLAIMANT'S GUARDIAN/RELATIONSHIP TO CLAIMANT	
ADDRESS OF CLAIMANT (IF CLAIMANT IS A MINOR, NAME AND ADDRESS OF CLAIMANT'S GUARDIAN)	GUARDIAN'S SOCIAL SECURITY NUMBER
NAME/ADDRESS/TELEPHONE # OF EMPLOYER (IF CLAIMANT IS A MINOR, GUARDIAN'S EMPLOYER)	EMPLOYER'S DAYTIME TELEPHONE # ( )

**I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**AUTHORIZATION and ASSIGNMENT OF BENEFITS**

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, insurance support organization, governmental agency, group policyholder, insurance company, association, employer or benefit plan administrator to furnish to the Insurance Company named above or its representatives, any and all information with respect to any injury or sickness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, sickness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the Policy Number identified above. I authorize the group policyholder, employer or benefit plan administrator to provide the Insurance Company named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the Policy identified above and that a copy of this authorization shall be considered as valid as the original. I understand that I or my authorized representative may request a copy of this authorization.

**I authorize payment of medical benefits to the physician or supplier for service performed.     YES     NO For claimants not residing in California, New York, or Pennsylvania: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.**

CLAIMANT OR AUTHORIZED PERSON'S SIGNATURE	DATE
---	------

**Section C**

**HEALTH INSURANCE CLAIM FORM**

**CLAIMANT INFORMATION**

1. MEDICARE <input type="checkbox"/> (Medicare #)		MEDICAID <input type="checkbox"/> (Medicaid #)		CHAMPUS/CHAMPVA GROUP HEALTH PLAN <input type="checkbox"/> (Sponsor's SSN) <input type="checkbox"/> (VA File #) <input type="checkbox"/> (SSN or ID)		FECA BLK LUNG <input type="checkbox"/> (SSN)		OTHER <input type="checkbox"/> (ID)		1a. INSURED'S I.D. NUMBER		
2. PATIENT'S NAME (First Name, Middle Initial, Last Name)				3. PATIENT'S DATE OF BIRTH MM / DD / YY		SEX M <input type="checkbox"/> F <input type="checkbox"/>		4. INSURED'S NAME (First Name, Middle Initial, Last Name)				
5. PATIENT'S ADDRESS (No., Street)  CITY _____ STATE _____				6. PATIENT'S RELATIONSHIP TO INSURED SELF <input type="checkbox"/> SPOUSE <input type="checkbox"/> CHILD <input type="checkbox"/> OTHER <input type="checkbox"/> (SPECIFY) _____				7. INSURED'S ADDRESS (No., Street)  CITY _____ STATE _____				
ZIP CODE _____		TELEPHONE NO. _____		8. PATIENT STATUS Single <input type="checkbox"/> Married <input type="checkbox"/> Other <input type="checkbox"/>				ZIP CODE _____		TELEPHONE NO. _____		
9. OTHER INSURED'S NAME		10. IS PATIENT'S CONDITION RELATED TO: A. PATIENT'S EMPLOYMENT? YES <input type="checkbox"/> NO <input type="checkbox"/> B. AN AUTO ACCIDENT? YES <input type="checkbox"/> NO <input type="checkbox"/> C. OTHER ACCIDENT? YES <input type="checkbox"/> NO <input type="checkbox"/> D. RESERVED FOR LOCAL USE				11. INSURED'S POLICY GROUP OR FECA NUMBER A. PATIENT'S DATE OF BIRTH MM / DD / YY SEX M <input type="checkbox"/> F <input type="checkbox"/> B. EMPLOYER'S NAME OR SCHOOL NAME C. INSURANCE PLAN NAME OR PROGRAM NAME D. IS THERE ANOTHER HEALTH BENEFIT PLAN? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, return to & complete item 9 A-D						
A. OTHER INSURED'S POLICY OR GROUP NUMBER		B. OTHER INSURED'S DATE OF BIRTH MM / DD / YY		SEX M <input type="checkbox"/> F <input type="checkbox"/>		C. EMPLOYER'S NAME OR SCHOOL NAME		D. INSURANCE PLAN NAME OR PROGRAM NAME				
12. PATIENT'S OR AUTHORIZED PERSONS' SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.						13. INSURED'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize payment of medical benefits to undersigned physician or supplier for service described below.						
Signature _____ Date _____						Signature _____ Date _____						
14. DATE OF CURRENT: MM / DD / YY		ILLNESS (First symptom) OR INJURY (Accident) OR PREGNANCY (LMP)		15. IF PATIENT HAS HAD SAME OR SIMILAR ILLNESS: GIVE FIRST DATE: MM / DD / YY		16. Dates Patient Unable To Work in Current Occupation MM / DD / YY FROM: / / TO: / /						
17. NAME OF REFERRING PHYSICIAN OR OTHER SOURCE				17a. I.D. NUMBER OF REFERRING PHYSICIAN		18. Hospitalization Dates Related to Current Services MM / DD / YY FROM: / / TO: / /						
19. RESERVED FOR LOCAL USE						20. OUTSIDE LAB? \$ CHARGES YES <input type="checkbox"/> NO <input type="checkbox"/>						
21. DIAGNOSIS OR NATURE OF ILLNESS OR INJURY, (RELATE ITEMS 1, 2, 3 OR 4 TO ITEM 24E BY LINE) 1 _____ 3 _____ 2 _____ 4 _____						22. MEDICAID RESUBMISSION CODE ORIGINAL REF. NO. 23. PRIOR AUTHORIZATION NUMBER						
24. A DATE(S) OF SERVICE FROM MM/DD/YY TO MM/DD/YY		B Place of Service	C Type of Service	D PROCEDURES, SERVICES, OR SUPPLIES (Explain Unusual Circumstances) CPT/HCPCS   MODIFIER		E DIAGNOSIS CODE	F \$ CHARGES	G DAYS OR UNITS	H DPSDT Family Plan	I EMG	J COB	K RESERVED FOR LOCAL USE



# APPENDIX F

<p style="text-align: center;"><b>Madisonville Community College</b></p> <p style="text-align: center;"><b>FIELD TRIP INFORMATION</b></p>
---

\_\_\_\_\_ Date

Destination: \_\_\_\_\_

\_\_\_\_\_

Date of Field Trip: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course: \_\_\_\_\_

Representative at Site: \_\_\_\_\_  
Name

\_\_\_\_\_ Title

\_\_\_\_\_ Phone

Transportation: \_\_\_\_\_

Safety Lecture: \_\_\_\_\_  
Date

\_\_\_\_\_ Instructor

\_\_\_\_\_ Instructor

**APPENDIX G**  
**Madisonville Community College**

**FIELD TRIP RELEASE**

---

I, \_\_\_\_\_, desire to take part in \_\_\_\_\_  
\_\_\_\_\_ to be held on \_\_\_\_\_ at  
\_\_\_\_\_.

I have been afforded the opportunity to ask questions about the event, and I am participating in the event voluntarily.

In consideration of being permitted to participate in \_\_\_\_\_, I for my self, my heirs, successors or assigns, hereby release and hold harmless the KCTCS, Madisonville Community College, the Board of Trustees, its agents, officers, employees and volunteer organizers of \_\_\_\_\_ from any and all claims, demands, causes of action or damages which may accrue on account of bodily or personal injury, property damage or death arising out of my participation including damages, injury or death arising from the negligence of the aforesaid parties. I, for myself, my heirs, successors and assignments, hereby assume any and all risks attendant to my participation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Age

\_\_\_\_\_  
Date

Witness:

\_\_\_\_\_

Witness:

\_\_\_\_\_

## APPENDIX H

### MADISONVILLE COMMUNITY COLLEGE 2008-2009 ACADEMIC PROGRAMS

**PREPARED BY: BETH MOORE, CURRICULUM SPECIALIST  
SPRING 2008**

PROGRAM  (CHANGES TO NAME IN RED)  PROGRAM COORDINATOR	AWARD	CREDIT HOURS- CURRENT  (CHANGES ACCORDING TO IMPLEMENTATION DATE IN RED)	REVISED DATE/ IMPLEMENTATION DATE IN RED
<b>Air Conditioning Technology</b> <b>Don Lamache</b>			Spring 2007/ Spring 2008 & Fall 2008 (math correction)
Heating, Ventilation, and Air Conditioning Mechanic	Diploma	47-54*	*Denotes incorrect math on Docushare forms
Environmental Control System Servicer	Certificate	25-26*	
Environmental System Repair Helper	Certificate	9-10	
Domestic Air Conditioner & Furnace Installer	Certificate	36-37*	
Refrigeration Mechanic	Certificate	27-28	
<b>Business Administration</b> <b>Kim Simons</b>	Associate in Applied Science		Spring 2007/ Spring 2008
Accounting Option	AAS	62-67	
Management Option	AAS	65-70	
Office Systems Option	AAS	65-70	
Human Resource Management Option	AAS	65-70	New-Spring 2008
Office Systems	Diploma	42	
Organizational Leadership	Diploma	36-39	Spring 2008
Small Business Management	Diploma	36	Spring 2008
Business Transfer	Certificate	15	

<b>PROGRAM</b> (CHANGES TO NAME IN RED)  <b>PROGRAM COORDINATOR</b>	<b>AWARD</b>	<b>CREDIT HOURS-CURRENT</b> (CHANGES ACCORDING TO IMPLEMENTATION DATE IN RED)	<b>REVISED DATE/IMPLEMENTATION DATE IN RED</b>
Real Estate Pre-Licensing	Certificate	6	
Basic Business Administration	Certificate	15	
Advanced Business Administration	Certificate	15	
Human Resource Management	Certificate	18	Spring 2008
Accounting	Certificate	18	
General Business	Certificate	12	
Leadership	Certificate	12	
Management	Certificate	15	
Office Systems	Certificate	18	
Residential Real Estate	Certificate	12	
Small Business Management	Certificate	15	
Supervisory Management	Certificate	21	
<b>Clinical Laboratory Technician</b> <b>Karol Conrad</b>	Associate in Applied Science	64-68	Fall 2004/ Fall 2005
Phlebotomy for the Health Care Worker	Certificate	5-6	
Physician's Office Laboratory	Certificate	9-10	
<b>Construction Carpentry (Diploma &amp; Certificates)—Green River Correctional Center—Deactivated Summer 2008?</b>	<b>AAS in GOTS—DEACTIVATED AT MCC</b>	<b>63</b>	<b>Fall 2007</b>
Construction Carpenter	Diploma	48-51	
Carpenter Helper	Certificate	17	
Construction Forms Helper	Certificate	18	
Residential Carpenter	Certificate	32	
Residential Roofer	Certificate	12	
Rough Carpenter	Certificate	22	
Residential Site Layout Assistant	Certificate	15	
Basic Carpenter	Certificate	9	
<b>Criminal Justice</b>	Associate in	60-64	Fall 2007/

<b>PROGRAM</b> (CHANGES TO NAME IN RED)  <b>PROGRAM COORDINATOR</b>	<b>AWARD</b>	<b>CREDIT HOURS-CURRENT</b> (CHANGES ACCORDING TO IMPLEMENTATION DATE IN RED)	<b>REVISED DATE/IMPLEMENTATION DATE IN RED</b>
<b>Tim Davis</b>	Applied Science		<b>Fall 2008</b>
Criminal Justice Option	AAS	60-64	
Law Enforcement Option	AAS	60-64	
Computer Forensics	Certificate	18	<b>Fall 2008?</b>

<b>Fire/Rescue Science Technology-Princeton</b>	Associate in Applied Science	64-65 61-64	Spring 2008/ Spring 2009
Fire Chief	Diploma	55	52-55
Firefighter I/ <b>Basic Firefighter</b>	Certificate	12	
Firefighter II/ <b>Advanced Firefighter</b>	Certificate	24	
Emergency Medical Technology (EMT)	Certificate	6	
<b>Human Services Natalie Cooper</b>			Spring 2007/ Spring 2008
Resource Parent	Certificate	16 (Including 4 required Murray State credits)	
Youth Care Worker	Certificate	18 (Including 6 Eastern Kentucky University credits)	
<b>Information Technology Chet Cunningham</b>	Associate in Applied Science	67-73	Fall 2006/ Fall 2007
Electronic Commerce	AAS	68-74	
Network Administration (CISCO/Microsoft)	AAS	64-73	
Computer Programming	AAS	68-73	
Database Administration	AAS	67-70	
Computer Support Specialist	AAS	67-70	
Information Security	AAS	70-73	
Web Development & Administration	AAS	71-74	
A+ Certification	Certificate	9-10	
Computer Programming	Certificate	30	
Cisco Networking Enhanced	Certificate	25	
IT Fundamentals	Certificate	24-27	
Electronic Commerce	Certificate	26-28	
Microsoft Networking MCSA	Certificate	15-18	
Microsoft Networking MCSE	Certificate	24	
Computer Support Specialist	Certificate	30-31	
Database Administration – Basic Oracle	Certificate	15	
Database Administration – Enhanced Oracle	Certificate	21	
Database Administration – Enhanced Microsoft	Certificate	21	
Web/Database Administrator – Oracle	Certificate	27-28	

Web/Database Administrator – Microsoft	Certificate	27-28	
<b>Interdisciplinary Early Childhood Education</b> <b>April Grace</b>	Associate in Applied Science	66-70	Spring 2007/ Spring 2008
Interdisciplinary Early Childhood Education	Diploma	48-51	
Child Care Assistant	Certificate	9	
Early Childhood Administrator	Certificate	12	
Kentucky Child Care Provider	Certificate	3	
Kentucky Early Childhood	Certificate	30-33	
Interdisciplinary Early Childhood Education Technical	Certificate	36	
<b>Machine Tool Technology</b> <b>Ronnie Birdsong</b>	Associate in Applied Science	69-74	Spring 2006/ Spring 2007
CNC Machinist	Diploma	60-64	
Machinist	Diploma	45-52	
Exploratory Machining I	Certificate	3-7	
Exploratory Machining II	Certificate	4	
Machine Tool Operator I	Certificate	15-18	
Machine Tool Operator II	Certificate	27-31	
CNC Operator Certificate	Certificate	29-30	
<b>Masonry—Green River Correctional Center-Deactivated</b> <b>Summer 2008?</b>			Spring 2007/ Spring 2008
Construction Mason	Diploma	48-51	
Bricklayer Trainee	Certificate	27	
Bricklayer Helper	Certificate	12	
Construction Bricklayer	Certificate	36	
Stone Mason	Certificate	27	
<b>Medical Information Technology</b> <b>Savanna Garrity</b>	Associate in Applied Science		Spring 2006/ Spring 2007
Administrative Option	AAS	65-67	
Insurance Coding Option	AAS	65-67	
Medical Records Option	AAS	62-67	
Transcription Option	AAS	62-64	
Medical Insurance Coding	Diploma	41-47	
Medical Transcriptionist	Diploma	38-44	

Medical Unit Coordinator	Certificate	30-35	
Medical Receptionist	Certificate	18	

<b>Mining Technology</b> <b>Rick Caskey</b>	Associate in Applied Science		Spring 2007/ Spring 2008
Operators Option	AAS	61-72	
Electricians Option	AAS	60-74	
Supervisors Option	AAS	62-73	
Mechanics Option	AAS	60-72	
Engineering Operations	AAS	65-76	
Mining Technician Assistant I	Certificate	9	
Mining Technician Assistant II	Certificate	7-9	
Mining Technician I	Certificate	11-14	
Mining Technician II	Certificate	28-31	
Underground Operator	Certificate	14	
Underground Mechanic/Electrician	Certificate	29-35	
Underground Supervisor	Certificate	17-20	
Surface Operator	Certificate	16	
Surface Supervisor	Certificate	14-17	
Surface Field Mechanic	Certificate	14-16	
Surface Technician/Greaser	Certificate	6	
<b>MIT - Electrical Technology</b> <b>Joey Jones (MIT)/ C.D. Burden</b>	Associate in Applied Science	60-68	Spring 2007/ Spring 2008
Industrial Electrician Specialization	AAS	66-68	
Construction Electrician Specialization	AAS	60-61	
Motor Control Electrician Spec.	AAS	60-63	
Industrial Electrician	Diploma	54-56	
Construction Electrician	Diploma	48-49	
Motor Controls Electrician	Diploma	48-51	
Electrician Construction	Certificate	31-33	
Electrician Trainee Level I	Certificate	8	
Electrician Trainee Level II	Certificate	13	
Residential Electricity Level I	Certificate	14	
Residential Electricity Level II	Certificate	21-22	
Electrical Motor Control Level I	Certificate	28-30	
Electrical Motor Control	Certificate	35-38	

Level II			
Voice & Data Wiring Installer Level I	Certificate	15	
Voice & Data Wiring Installer Level II	Certificate	14	
Voice & Data Wiring Technician	Certificate	11	
<b>MIT – Engineering Technology</b> <b>Joey Jones (MIT)</b>	Associate in Applied Science		Spring 2007/ Spring 2008
Electronics	AAS	66-69	
Mechanical	AAS	69-72	
Robotics and Automation	AAS	73-76	
Medical Equipment and Instrumentation	<b>GOTS</b>	72-75	
Electronics	Diploma	54-56	
Mechanical	Diploma	57-59	
Robotics and Automation	Diploma	62-64	
Medical Equipment Service Technician	Diploma	60-62	
Engineering Design Technician	Diploma	58-61	
Electronics Tester	Certificate	10	
Electronics Technician I	Certificate	18	
Electronics Technician II	Certificate	26	
Robotics and Automation Helper	Certificate	13	
Robotics and Automation Technician I	Certificate	42	
Computer Maintenance Technician I	Certificate	22	
Mechanical Technician I	Certificate	19	
Automation Technician I	Certificate	11	
Maintenance Technician I	Certificate	16	
Maintenance Technician II	Certificate	24	
General Medical Equipment Service Provider	Certificate	45-46	
Instrumentation Technician I	Certificate	33	
Communications Technician I	Certificate	29	
Industrial Technician I	Certificate	17	
Industrial Technician II	Certificate	34	

<b>MIT - Industrial Maintenance Technology</b> <b>Joey Jones (MIT)/ Calvin Taylor</b>	Associate in Applied Science	63-75	Fall 2007/ Fall 2008 60-75
Industrial Maintenance Technician	Diploma	48-60	45-60
Industrial Maintenance Electrical Mechanic	Certificate	11-20	12-20
Industrial Maintenance Machinists Mechanic	Certificate	20-21	19-21
Industrial Maintenance Mechanic Level I	Certificate	12-20	13-20
Industrial Maintenance Mechanic Level II	Certificate	21-31	22-31
Fluid Power Mechanic	Certificate	10	8-10
Electro-hydraulic Technician	Certificate	15	13-15
<b>Nursing</b> <b>Linda Thomas (RN)/ Elaine Terry (LPN)</b>	Associate in Applied Science		
Nursing Integrated Program			Fall 2006/ Fall 2007
• Registered Nursing	AAS	69-72	
• Licensed Practical Nurse	Diploma	50-53	
<b>Nursing—regular program</b>			
Registered Nursing (Weekend)	AAS	71	Fall 2006/ Fall 2007
Licensed Practical Nurse (Weekend)	Diploma	45-60	Fall 2007/ Fall 2008
	Traditional-- Modified Traditional--		45-61 45-68
Medicaid Nurse Aide	Certificate	3	3-6
Kentucky Medication Aide	Certificate	4	
<b>Occupational Therapy Assistant</b> <b>Helen Grothem</b>	Associate in Applied Science	71-76	Fall 2006/ Fall 2007
<b>Physical Therapy Assistant</b>	Associate in Applied Science	67-71	Spring 2007/ Spring 2008



<b>Radiography</b> <b>Tonia Gibson</b>	Associate in Applied Science	63-76	Fall 2007/ Fall 2008
Radiographer	Diploma	48-60?	
<b>Respiratory Care</b> (Advanced Respiratory Care Practitioner) <b>Tina Siddon</b>	Associate in Applied Science	74-78	Spring 2007/ Spring 2008
Electrocardiographic & Cardiac Monitoring Technician	Certificate	17-20	
<b>Surgical First Assisting</b> <b>Jeff Bidwell</b>	Associate in Applied Science	66-69	Fall 2006/ Fall 2007
Surgical First Assistant	Certificate	16	
<b>Surgical Technology</b> <b>Jeff Bidwell</b>	Associate in Applied Science	60-68	Fall 2006/ Fall 2007
Surgical Technologist	Diploma	45-56	
Surgical Technology Bridge	Certificate	18	
<b>Transfer Degrees</b>			
Associate in Arts	Degree	60	
Associate in Science	Degree	60	
<b>Welding Technology</b> <b>Reid Davis</b>	<b>GOTS</b>	60-70	Spring 2007/ Spring 2008
Combination Welder	Diploma	48-58	
ARC Welder	Certificate	24-25	
Gas Welder	Certificate	4	
Production Line Welder	Certificate	19-20	
AWS National Skills Standards Level I	Certificate	33-34	
ARC Cutter	Certificate	5	
Pipeline Welder	Certificate	29-40	
Tack Welder	Certificate	7-10	
Welder Helper	Certificate	2-5	

# APPENDIX I

SYLLABUS CRITERIA
-------------------

1. **Basic Information**

Is the following information given clearly at the beginning of the syllabus?

Course prefix, number, section(s)

Course title

Meeting time, room number

Instructor's name, office number, office phone, and office hours

2. **Course Objectives**

Does the syllabus answer the following questions?

What's the point of this course? What information will you learn? What material will we cover? Even more important, perhaps, what "skills" will you acquire? What kind of thinking will be done? (See #5 below, on the writing components.)

3. **Writing Component**

Does the syllabus make it clear that writing will be used, what kind(s) of writing assignments will be made, and what kind of weight written work will have in the grading?

Does the course adequately develop writing skills, minimally by using essay examinations, preferably by using essay examinations and at least one paper assignment.

Does the syllabus explain not just how writing will be used in evaluation but also how it will be used as a way of learning?

4. **Schedule(s)**

Does the syllabus give the student a schedule of the following:

(1) topics to be covered?

(2) assigned reading?

(3) papers, reports, presentations, quizzes, exams?

Is the schedule clear? Can students easily tell when to do what?

5. **Class Format**

Does the syllabus indicate whether the class format will be lecture, lecture plus discussion, or mainly discussion?

6. **Grading Policies**

Does the syllabus indicate the grading weight given to various assignments, and does it explain clearly all grading standards or procedures?

7. **Other Rules and Policies**

Does the syllabus contain information on attendance policies, make-up policies, plagiarism, etc.?

8. **Other Features**

Does the syllabus go beyond the minimum in some way that helps the students grasp the subject, develop the habit of learning, etc.?

9. **Students with Disabilities Statement**

This statement must appear on your syllabus: “Any student requiring individualized classroom accommodations due to a disability should schedule a conference with the Disability Resource Coordinator (Valerie Wolfe, Room 112, LRC Building, North Campus) at your earliest convenience.

## APPENDIX J

### Madisonville Community College SYLLABUS GUIDE/CHECKLIST

**Instructions**

- A paper copy of the completed syllabus checklist and syllabus must be submitted to your division chair.
- An electronic copy of the syllabus checklist and syllabus must be submitted to the Academic Affairs Office within 1 week of the start of the semester.

Academic Year: \_\_\_\_\_ Semester:     Fall                     Spring                     Summer

Subj/Catalog#: \_\_\_\_\_ Section #: \_\_\_\_\_ Class #: \_\_\_\_\_

Instructor: \_\_\_\_\_

The *attached* syllabus includes the following checked  items:

***ALL*** syllabi must include these items:

<input type="checkbox"/> Course Prefix & Number	<input type="checkbox"/> Course Title	<input type="checkbox"/> Instructor's Name
<input type="checkbox"/> Office Number	<input type="checkbox"/> Office Hours	<input type="checkbox"/> Office Phone
<input type="checkbox"/> Official Course Description	<input type="checkbox"/> Prerequisites/Corequisites	<input type="checkbox"/> Course Objectives
<input type="checkbox"/> Course Requirements	<input type="checkbox"/> Grading Criteria	<input type="checkbox"/> Course Outline/Calendar
<input type="checkbox"/> Writing *	<input type="checkbox"/> Textbook	<input type="checkbox"/> Supplies
<input type="checkbox"/> Attendance Policy	<input type="checkbox"/> Late Work Policy	<input type="checkbox"/> Make-Up Policy
<input type="checkbox"/> Withdrawal Policy	<input type="checkbox"/> ADA Requirement	<input type="checkbox"/> KCTCS Student Code of Conduct

\* All syllabi must include evaluation of Writing according to Rules, Section V, 2.3.3 Acceptable Standards in English

All syllabi for ***Distance Learning courses*** must also include these items:

<input type="checkbox"/> Library Information	<input type="checkbox"/> Technical Support	<input type="checkbox"/> Technical Requirements
--	--	---

All syllabi for ***General Education Courses*** must also include these items:

<input type="checkbox"/> General Education Competencies (listed 07-08 KCTCS Catalog on page 66)	
Competencies:	Assessment Methods:
<input type="checkbox"/> I. Communicate Effectively	<input type="checkbox"/>
<input type="checkbox"/> II. Think Critically	<input type="checkbox"/>
<input type="checkbox"/> III. Learn Independently	<input type="checkbox"/>
<input type="checkbox"/> IV. Examine Relationships	<input type="checkbox"/>
<input type="checkbox"/> Subcompetencies Identified on Syllabus	<input type="checkbox"/>

All syllabi for *Off-Campus Courses* must also include:

Snow Policy/Closed Building Policy

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Chair's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX K**

**IA-1 WORKERS COMPENSATION – FIRST REPORT OF INJURY OR ILLNESS**

<b>General</b>	Employer (Name & Address incl. zip) <i>Madisonville Community College 2000 College Drive Madisonville, KY 42431</i>		Carrier/Administrator Claim Number N/A		Report Purpose Code N/A		
	Sic Code N/A		Employer FEIN N/A		Insured Report Number N/A		
	Carrier (Name, Address & Phone Number) N/A		Policy Period N/A		Claims Admin (Name, Address & Phone Number) N/A		
	Carrier FEIN N/A		Policy Number or Self-Insured Number N/A		Administrator FEIN N/A		
<b>Carrier/Claims Admin</b>	Agent Name & Code Number N/A		Agent Name & Code Number N/A		Agent Name & Code Number N/A		
	Legal Name (Last, First, Middle)		Date of Birth	Social Security Number		Date Hired	State of Hire
	Address (Incl. Zip)		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown		Marital Status <input type="checkbox"/> Unmarried/Single/Div. <input type="checkbox"/> Married <input type="checkbox"/> Separated		Occupation/Job Title
	Phone		No. of Dependents	<input type="checkbox"/> Unknown		NCCI Class Code N/A	
<b>Employee/Wage</b>	Wage Rate \$		<input type="checkbox"/> Day <input type="checkbox"/> Week	<input type="checkbox"/> Month <input type="checkbox"/> Other	# Days Worked/WK	Full Pay for Date of Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	
					# Hrs Worked per Day	Did Salary Continue? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Time Employee Began Work	<input type="checkbox"/> AM <input type="checkbox"/> PM	Date of Injury or Illness	Time Occurred	<input type="checkbox"/> AM <input type="checkbox"/> PM	Last Work Date	Date Employer Notified
	Employer Contact Name/Phone Number <i>May Wright 270-824-8649</i>		Type of Illness/Injury		Part of Body Affected		
<b>Occurrence</b>	Did Injury/Illness Exposure Occur on Employer's Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Illness/Injury Code N/A		Part of Body Affected Code N/A		
	Department or location where accident or illness exposure occurred			All Equipment, Materials, or Chemicals Employee was using when accident or illness exposure occurred.			
	Specific Activity the Employee was engaged in when the accident or illness exposure occurred.			Work Process the Employee Was Engaged in when accident or illness exposure occurred.			
	How injury or illness/abnormal health condition occurred. Describe the sequence of events and include any objects or substances that directly injured the employee or made the employee ill.						Cause of Injury Code N/A
	Date Returned to Work		If Fatal, Date of Death		Were Safeguards or Safety Equipment Provided? Were they used?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Treatment</b>	Physician/Health Care Provider (Name & Address)		Hospital (Name & Address)		Initial Treatment	
Witness to Accident (Name & Phone Number)				0 <input type="checkbox"/> No Medical Treatment 1 <input type="checkbox"/> Minor: By Employer 2 <input type="checkbox"/> Minor Clinic/Hosp 3 <input type="checkbox"/> Emergency Care 4 <input type="checkbox"/> Hospitalized > 24 hr. 5 <input type="checkbox"/> Future Major Medical/Lost Time Anticipated			
<b>Other</b>	Date Administrator Notified		Date Prepared	Preparer's Name & Title		Preparer's Phone Number	
	IA-1 (2/95)		SEE NEXT PAGE FOR IMPORTANT STATE INFORMATION/SIGNATURE				

REPRINTED WITH PERMISSION OF IAIBAC

## APPENDIX L



### Accidental Medical Expense

#### HOW TO FILE A CLAIM

1. Complete all items on the attached claim form.
2. Attach the following documents:
  - Copies of fully itemized medical bills. Itemized bills must show the patient's name, date of service, the type of service rendered, the diagnosis or nature of condition being treated and the provider's name and address.
  - Copies of the Explanation of Benefits from your primary insurance carrier
3. Send the completed and signed claim form and all required documents to:

CHUBB GROUP OF INSURANCE COMPANIES  
CLAIM SERVICE CENTER  
600 INDEPENDENCE PARKWAY  
P.O. BOX 4700  
CHESAPEAKE, VA 23327-4700

4. Retain a copy for your records.

**YOU WILL BE CONTACTED BY A CLAIM ADJUSTER IF ADDITIONAL INFORMATION OR DOCUMENTATION IS REQUIRED.**

**IF YOU HAVE ANY CLAIM RELATED QUESTIONS PLEASE  
CALL CHUBB AT 1-800-CLAIMS-0 (1-800-252-4670)**



# Accidental Medical Expense Insured's Statement

(Please print - Attach separate sheet if additional space required)

### INSURED INFORMATION

Insured's Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
 Insured's Address \_\_\_\_\_ Phone No. (H) \_\_\_\_\_  
 \_\_\_\_\_ Phone No. (W) \_\_\_\_\_  
 Policy Number (Required) 9906-72-28 Insured's Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

### CLAIM INFORMATION

Date of accident \_\_\_\_/\_\_\_\_/\_\_\_\_ Time and place accident occurred \_\_\_\_\_  
 Please describe in detail the circumstances of accident (attach separate sheet if needed): \_\_\_\_\_  
 \_\_\_\_\_  
 Was the accident related to the Insured's occupation? \_\_\_\_\_ If so, how? \_\_\_\_\_  
 Please describe the nature of Insured's injuries: \_\_\_\_\_  
 Did police or other authorities investigate the accident? \_\_\_\_ If yes, please provide name, address and telephone number of all investigating officers and agencies: \_\_\_\_\_  
 Please list the names and addresses of all treating/consulting physicians or other healthcare providers:  

Name	Street Address	City	State	Zip	Phone

 If hospitalized, please provide name and address of hospital(s) where treatment was received: \_\_\_\_\_  
 Do you have any other insurance that may provide coverage for this accident or loss? \_\_\_\_ If yes, please identify name, address, and policy number of all other insurance: \_\_\_\_\_  
 If you do not have any other insurance that would cover this loss please complete the "Certification of No Other Insurance" portion of this form and have it notarized.

### AUTHORIZATION AND ASSIGNMENT OF BENEFITS

I authorize any insurance company, physician, hospital or other healthcare provider, or any other person who may have knowledge regarding this claim to release any information requested regarding this claim and the loss reported. I understand this information will be used by the Chubb Group of Insurance Companies, or its authorized representatives, for the purpose of evaluating and determining coverage for this claim. I know I have a right to receive a copy of this authorization upon request and agree that a photographic or facsimile copy of this authorization is as valid as the original. I agree that this authorization shall be valid for the duration of this claim. I understand that any person who knowingly and with intent to defraud or deceive any insurance company files a claim containing any materially false, incomplete or misleading information may be subject to prosecution for insurance fraud.

Signed (Insured or authorized person) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I authorize payment of medical benefits directly to the provider(s) for services rendered in connection with this claim.

Signed (Insured or authorized person) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### CERTIFICATION OF NO OTHER INSURANCE

I, \_\_\_\_\_ hereby certify that I have no other accident or health insurance or any other insurance covering this loss.

Signed (Insured or authorized person) \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Sworn and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
(Seal)  
Notary Public

## IMPORTANT NOTICE

**Notice to Alaska Claimants:** A person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

**Notice to Arizona Claimants:** For your protection, Arizona law requires the following statement to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

**Notice to Arkansas Claimants:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Notice to California Claimants:** For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**Notice to Colorado Claimants:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Notice to Delaware Claimants:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, files a statement or claim containing any false, incomplete, or misleading information is guilty of a felony.

**Notice to District of Columbia Claimants:** **WARNING:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**Notice to Florida Claimants:** Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information, is guilty of a felony of the third degree.

**Notice to Idaho Claimants:** Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement containing any false, incomplete, or misleading information, is guilty of a felony.

**Notice to Indiana Claimants:** A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

**Notice to Kentucky Claimants:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**Notice to Maine Claimants:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.