

# Student Handbook 2019-2020

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## Welcome from the President



Dear Student,

Welcome to Gateway! You have made a great choice. Here at Gateway, we work toward three simple commitments: enhance access to education and training; create engaging and relevant curriculum; and remove barriers to higher education. With these three commitments helping to guide and support the mission of our college, we will help you achieve your goals and discover and develop your talent. This handbook was created to help you get to know more about Gateway. Here, you will find guidelines and information to make the best possible decisions regarding expectations for general student conduct, programs, social activities and student responsibilities.

You will discover that Gateway offers many opportunities for your personal growth, intellectual enrichment, and emotional, cultural and social development. We are committed to providing you with many diverse opportunities so you can meet your academic, social and career goals.

If you need help, please ask us. Within these pages are descriptions of a variety of support services to ensure your academic success. Whether this is your first time in college, or you are continuing your study, rest assured the faculty, staff and your peers are here to help you.

While meeting new people and sharing new experiences, you will be faced with making choices. Some may be easy and rather straightforward; others may be a bit more complex and challenging. Your ability to make good choices will add to your success at Gateway.

Finally, this handbook contains some general academic information and regulations; however, if you want to know more, check out the Kentucky Community and Technical College System catalog at <http://www.kctcs.edu/>

Please join our Gateway community on Facebook, follow me on Twitter @GatewayPrez and share your Gateway experience. I hope to get the opportunity to meet you around campus. If I, or any member of our faculty or staff, can be of assistance to you, please do not hesitate to ask.

Sincerely,

A handwritten signature in blue ink that reads "Fernando Figueroa". The signature is written in a cursive, flowing style.

Dr. Fernando Figueroa  
Gateway President and CEO

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## Vision, Mission & Core Values

### Vision

Gateway Community & Technical College will be recognized as a premier comprehensive community and technical college that meets the dynamic life-long learning needs of the global community.

### Mission

Gateway Community & Technical College provides high quality, affordable, accessible, and inclusive postsecondary education and training resulting in a positive contribution to the economic vitality of the region and enhanced quality of life for all citizens.

Gateway Community & Technical College is a member of the Kentucky Community and Technical College Systems and is a public two-year degree granting institution serving the Northern Kentucky Region.

### Core Values

Gateway Community & Technical College is an entrepreneurial-learning community whose members' value:

- Students as full partners in their learning
- Teamwork, collaboration, and interactive learning
- Mutual respect, inclusiveness and open communication
- High standards of professional ethics and individual integrity
- Diversity and accessibility
- Quality customer service, excellence, accountability, and responsibility
- Fun and enjoyment
- Innovation
- Productivity
- Prosperity

### **Diversity, Equity, and Inclusion (DE&I)**

Gateway Community & Technical College is committed to creating a campus environment that values the exploration, appreciation, and celebration of diversity, while promoting inclusiveness, multiculturalism, and global awareness. Gateway defines diversity as recognizing, appreciating, valuing, and utilizing the unique talents and contributions of all individuals, regardless of race/ethnicity, religion, gender identity, nationality, physical/mental ability, socio-economic status, education, age, and sexual orientation.

We all learn and work best when we feel accepted, included, and heard. If you have any questions, comments, or concerns related to diversity and inclusion, please contact Tracy N. Stokes, M.Ed., Director of Diversity, Equity, and Inclusion ([Tracy.Stokes@kctcs.edu](mailto:Tracy.Stokes@kctcs.edu)) We value you and appreciate that you have chosen Gateway as you pursue your educational goals. We encourage you to visit us at the Edgewood Campus in E215.

## Academic Calendars

### Fall 2019 Academic Calendar

	Session M03 8-Week Aug 19 – Oct 13	Session M04 8-Week Oct 17 – Dec 15	Session M02 12-Week Sep 16 – Dec 15	Session 1 16-Week Aug 19 – Dec 15
First Day of Session	Aug 19	Oct 17	Sep 16	Aug 19
Last Day to add/drop/withdraw without a grade, and receive 100% refund				
<b>Via Student Self-Service Enrollment Shopping Cart:</b>	Aug 20	Oct 18	Sep 18	Aug 21
<b>Via Online Drop Form on Gateway Website:</b>	Aug 23	Oct 21	Sep 21	Aug 25
Last Day to withdraw/drop and receive a 50% refund	Sep 3	Oct 31	Oct 7	Sep 17
Last day to drop without instructor approval signature and receive a grade of "W"	Sep 16	Nov 14	Oct 28	Oct 14
Last day to withdraw, at the discretion of the instructor and receive a grade of 'W'	Oct 4	Dec 6	Dec 6	Dec 6
Last day of session	Oct 13	Dec 15	Dec 15	Dec 8
Final Exams	Last scheduled meeting day	Last scheduled meeting day	Last scheduled meeting day	Dec 9 - 15

#### Important Dates to Note:

- August 2 - College Wide Meeting, no classes
- August 12 - Last day to pay tuition in order to avoid cancellation of your registration for the semester
- September 2 – Holiday, no classes
- October 1 - Advanced Registration begins for spring term (Advanced = currently enrolled students)
- October 14 – 15 - Fall Break, no classes
- October 15 - Open Registration begins (Open = New/All students not currently registered)
- October 16 - College Wide Meeting, no classes
- October 18 - Fall applications for credentials due
- November 27 - College Open, no classes
- Nov 28 – 30 - Holiday Weekend, no classes



## Winter Intersession 2019-2020 Academic Calendar

	Session S04 4-Week Dec 16, 2019 – Jan 10, 2020
First Day of Session	Dec 16
Last Day to add/drop/withdraw without a grade, and receive 100% refund	
<b>Via Student Self-Service Enrollment Shopping Cart:</b>	Dec 15
<b>Via Online Drop Form on Gateway Website:</b>	Dec 16
Last Day to withdraw/drop and receive a 50% refund	Dec 22
Last day to drop without instructor approval signature and receive a grade of "W"	Dec 30
Last day to withdraw, at the discretion of the instructor and receive a grade of 'W'	Jan 3
Last day of session	Jan 10

### Important Dates to Note:

- Dec 9 - Last day to pay tuition in order to avoid cancellation of your registration for the semester

## Spring 2020 Academic Calendar

	Session M03 8-Week Jan 13 – Mar 8	Session M04 8-Week Mar 16 – May 10	Session M02 12-Week Feb 10 – May 10	Session 1 16-Week Jan 13 – May 10
First Day of Session	Jan 13	Mar 16	Feb 10	Jan 13
Last Day to add/drop/withdraw without a grade, and receive 100% refund				
<b>Via Student Self-Service Enrollment Shopping Cart:</b>	Jan 14	Mar 17	Feb 12	Jan 15
<b>Via Online Drop Form on Gateway Website:</b>	Jan 17	Mar 20	Feb 15	Jan 19
Last Day to withdraw/drop and receive a 50% refund	Jan 28	Mar 30	Mar 3	Feb 11
Last day to drop without instructor approval signature and receive a grade of "W"	Feb 10	Apr 13	Mar 23	Mar 9
Last day to withdraw, at the discretion of the instructor and receive a grade of 'W'	Feb 28	May 1	May 1	May 1
Last day of session	Mar 8	May 10	May 10	May 3
Final Exams	Last scheduled meeting day	Last scheduled meeting day	Last scheduled meeting day	May 4 - 10

### Important Dates to Note:

- January 6 - Last day to pay tuition in order to avoid cancellation of your registration for the semester
- January 20 – Holiday, no classes
- February 17 – Holiday, no classes
- March 1 - Advanced Registration begins for summer and fall terms, (Advanced = currently enrolled students)
- March 9 – 15 - Spring Break, no classes
- March 15 - Open Registration begins (Open = New/All students not currently registered)
- March 20 - Spring applications for credentials due
- April 10 - 1/2 Day Holiday, no classes
- April 11 – 12, Holiday Weekend, no classes
- May 13\* College Wide Meeting - no classes (\*subject to change depending on graduation)

## Summer 2020 Academic Calendar

	Session M03 5-Week May 18 – Jun 21	Session M04 5-Week Jun 22 – Jul 26	Session M02 8-Week Jun 1 – Jul 26
First Day of Session	May 18	Jun 22	Jun 1
Last Day to add/drop/withdraw without a grade, and receive 100% refund			
<b>Via Student Self-Service Enrollment Shopping Cart:</b>	May 19	Jun 23	Jun 2
<b>Via Online Drop Form on Gateway Website:</b>	May 20	Jun 24	Jun 5
Last Day to withdraw/drop and receive a 50% refund	May 27	Jun 30	Jun 15
Last day to drop without instructor approval signature and receive a grade of "W"	Jun 4	Jul 9	Jun 29
Last day to withdraw, at the discretion of the instructor and receive a grade of 'W'	Jun 12	Jul 17	Jul 17
Last day of session	Jun 21	Jul 26	Jul 26
Final Exams	Last scheduled meeting day	Last scheduled meeting day	Last scheduled meeting day

### Important Dates to Note:

- May 11 – Last Day to pay tuition in order to avoid cancellation of your registration for the semester
- May 25 – Holiday, no classes
- June 12 – Summer applications for credentials due
- July 4 – Holiday, no classes

## Academic & College Policies & Procedures

Gateway students are considered to be adults and, therefore, are expected to assume responsibility for their actions. The following are considered to be some of the student's academic responsibilities:

- Attend class regularly
- Be prepared for class
- Discuss accommodations in a timely manner with the disability services coordinator
- Ask for help when necessary
- Keep appointments with faculty and staff and call if an appointment must be cancelled or rescheduled
- Be involved in academic planning and course selections
- Frequently check his/her student email account and keep 'sent' and 'deleted' folders emptied

### Academic Advising Initial Process

All new students, upon completion of the admissions process and orientation, are required to complete an initial personalized advising session by calling the Advising Center at (859) 442-1630. The Professional Academic Advisor provides students with appropriate advising tools and SMART Plan to achieve their educational and occupational goals.

## Academic Advising Mission

Academic Advising at Gateway Community & Technical College is a partnership between advisor and advisee, supported by a holistic student development model, which guides students from the beginning of the college experience to completion. Gateway Professional and Faculty Advisors work with each student to define and map educational goals, negotiate administrative processes, and provide referrals to both internal and external resources to facilitate student success.

## Academic Advising Model

Gateway Advisors follow a model called SMART: Student Mentoring through Advising, Retention, and Transitions. SMART provides a whole-student approach to advising by ensuring that students start college with a solid foundation to ensure their success. Each program has a semester-by-semester breakdown of required classes, called the SMART Plan, listed on the [Gateway website](#). Additionally, each student has a customized SMART Plan with a clear path from their first semester through graduation, initiated by their Professional Advisor and maintained by their Faculty advisor.

## Academic Advising Hold

All new students have an Academic Advising Hold, which prevents registration each semester until a successful interaction takes place between advisor and advisee regarding program requirements.

## Academic Advisor Contact Information

Students can locate their Advisor's contact information in their Student Self-Service account. To find it, sign into Student Self Service from [mypath.kctcs.edu](http://mypath.kctcs.edu). Advisor name and contact information is on the right hand side of the Student Services Center.

## Academic Advising Goals for Initial Professional Advising Appointment:

- Explore personal academic and career goals.
- Understand academic timeline from admission to graduation as reflected in the SMART plan.
- Know how to enroll in appropriate classes each term.
- Understand potential challenges to success and identify resources to manage those challenges.
- Actively listen and respond to your questions and concerns.

## Academic Advising Goals for Faculty Advisors:

- Monitor student progress at regular intervals and maintain SMART plan.
- Communicate the college's curriculum, requirements, policies, and procedures.
- Encourage and guide advisees to develop realistic educational and career goals. Offer advising consistent with abilities and interests.
- Actively listen and respond to your questions and concerns.
- Complete Graduation/Credential Completion Application.

## Academic Advising Goals for Students:

- Know your student ID# and account login information.

- Understand potential challenges to success and identify resources to manage those challenges.
- Become knowledgeable about your academic program requirements.
- Clarify your personal educational and career goals.
- Contact your advisor when you have questions or concerns.
- Meet with your Advisor during Priority Registration, every March and October, to discuss your career goals and review your program requirements.
- Be on time for appointments with your advisor.

### Assigning and Transition of Academic Advisors

Professional Academic Advisors work with all new incoming students. New students remain assigned to the appropriate Professional Advisor for their first semester. Advisees transition to Faculty Advisors based on their declared program of study and work with their Faculty Advisor until graduation. In instances where the advising relationship is not productive for either the student or the Faculty/Program Advisor, the Program Dean is responsible for mediating differences. If differences cannot be resolved, the Program Dean will provide alternative assignments.

### Academic Appeal Policy

Students may file appeals when they believe a violation of their academic rights has occurred. The scope of a grievance does not include matters a student simply does not like or disagrees with, unless the matter represents a violation of the student's academic rights.

Students have the academic right to:

- timely receive information about course content and grading criteria
- hold and express a contrary opinion
- fair and impartial academic evaluation
- confidentiality of academic records
- informed evaluation of student character and ability

More information about student academic rights may be found in the Student Bill of Rights, particularly #1, 4, 5, 9, 10, 11, 13, and 14.

Lying, misrepresenting, or omitting relevant facts otherwise known at the time may subject students, faculty, or staff to disciplinary action, possibly up to and including dismissal or termination.

### *Grievances Involving Academic Rights of Students*

#### 1. Step 1: Informal Resolution

The student should first speak with the instructor and try to resolve the issue. All interactions must reflect civility and mutual respect, even where the parties' views or positions differ. If a satisfactory resolution is not achieved, the student should proceed to Step 2 below.

#### 2. Step 2: Formal Grievance

To file a formal grievance, the student must submit a clear, succinct written appeal specifying each alleged violation, along with supporting facts and relevant dates to the appropriate division chair/dean within thirty (30) business days of the alleged violation or posting of grade. Untimely appeals will be barred, dismissed, and not further considered. The division chair will resolve the issue within fifteen (15) business days.

#### 3. Step 3 Formal Appeal

If no resolution is reached at Step 2 within 15 business days, or if the student does not accept the decision of the division chair, the student may within fifteen (15) business days appeal the division chair's decision to the KCTCS College President or designee. Such appeal must be in writing and shall clearly identify the relevant facts, the reason for the appeal, the specific relief requested, and why the appeal should be granted. No new matter may be appealed which was not included in the student's original appeal to the division chair.

The College President or designee will consider the appeal and issue a written decision within 15 business days.

#### 4. Step 4 CAB Hearing

If no decision is rendered by the College President at Step 3 within 15 business days or if the student does not accept the decision of the College President or designee, the student has fifteen (15) business days to submit a written request for a hearing before the College Appeals Board (see Section E). The request for hearing must clearly identify the relevant facts, why the College President's decision was wrong, and the specific relief requested. No new matter may be appealed which was not included in the student's original appeal to the division chair. The CAB shall consider all matters and render its decision in accordance with Section E or as soon thereafter as practicable.

### Academic Bankruptcy

Academic Bankruptcy allows a student with a poor academic history to erase former course work from their GPA and "start with a clean slate." The rules for Academic Bankruptcy are:

#### *Readmission After Two or More Years (KCTCS Academic Bankruptcy)*

A student may declare academic bankruptcy under the following conditions:

- The student has been readmitted after remaining out of a KCTCS college for two or more years; *and*
- After readmission, the student has completed at least 12 credit hours in non-developmental and non-remedial courses, earning a grade point average (GPA) of 2.0 or better.

If qualifying students elect to declare academic bankruptcy, none of their prior course work will be included in their GPA. Prior course work is defined as work attempted in a KCTCS college before the interruption in attendance. A student who has completed a credential and re-enrolls may not apply the academic bankruptcy rule to courses taken for the completed credential.

A student who has elected to declare academic bankruptcy will continue to receive credit for courses in which he or she has earned a passing grade (A, B, C, D or P) prior to readmission. However, these grades will not be included in the GPA. The GPA calculation after a student declares bankruptcy begins with the semester of readmission.

The academic bankruptcy option may be used only once. More information about academic bankruptcy is available on the [Academic Bankruptcy Petition Form](#).

### Academic Probation and Suspension

The academic probation and academic suspension systems are based on grade point average (GPA).

#### *Academic Probation*

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

earning a cumulative GPA below 2.0 at the end of the academic probation period shall remain on academic probation and be subject to dismissal.

### *Academic Suspension*

If a student is placed on academic probation for two consecutive terms and does not earn either a cumulative GPA or a term GPA of at least a 2.0 in the third term, the student shall be academically suspended. (Non-enrollment has no effect on probation status.) The president (or designee) may grant an exception based upon an individual's case. A student on academic suspension may not enroll in any courses offered for degree credit by KCTCS.

### *Academic Reinstatement*

A student who has been academically suspended may be reinstated by the president (or designee) after remaining out of the college for at least one 16-week semester and providing evidence of ability to perform at the level required.

A student who has been academically suspended shall, upon reinstatement, be placed on academic probation and be subject to academic suspension if the student fails to earn a current term GPA of 2.0 during the first term of reinstatement.

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

### *Academic Reinstatement Process*

Students may request reinstatement by submitting the [Request for Reinstatement form here](#).

### **If reinstatement to the college is approved, then you must complete the following additional steps:**

Contact the *Financial Aid Office* about your eligibility for federal financial aid. Students may need to submit a satisfactory academic progress appeal and documentation to the Office of Financial Aid to fund their tuition payment.

1. Contact *Student Accounts* to be sure your student account is in good standing, clear of any business holds preventing you from course registration.
2. Make an appointment with your assigned academic advisors to get enrolled into classes

### *Assessment and Placement Policy*

This policy describes the assessment and placement policy by which students are eligible to enroll in KCTCS coursework.

This assessment and placement policy specifically applies to all credential-seeking students, students who transition from non-credential seeking to credential seeking, and students who are undecided about their choice of program as of Fall 2019, except students identified under 3.5 B Certificate and Diploma-Assessment and Placement Exemptions.

Assessment and Placement Guidelines specific to dual credit high school students are found in 4.13 APPENDIX I.

Students enrolling in a college credit course for the purpose of earning credit applicable toward an educational credential who meet the college readiness benchmarks as identified by the Council on Postsecondary Education's (CPE) College Readiness (see 4.13 APPENDIX III) Indicators may enroll in college-level coursework.

A credential-seeking student who does not meet the College Readiness standards established by CPE may be required to enroll in no more than one (1) developmental course in each curriculum pathway (Reading, Writing, and Mathematics) in areas for which the student has not met the academic readiness standards. A developmental course means a course that prepares a student for college-level study and does not award credit toward a credential or degree (13 KAR 2:020).

A student shall have access to a corequisite or credit-bearing content course in the curriculum pathway (English or mathematics) within the first academic year of enrollment. Corequisite course is defined as a course that includes enhanced academic supports, such as additional hours of instruction, tutoring, mentoring, or advising that awards credit toward a credential or degree (13 KAR 2:020).

Students with 12 or more credit hours at the 100 level or above in general education courses with a 2.0 GPA are exempt from reading placement requirements and are considered college ready in reading. However, all students must meet individual course pre-requisites such as those for entry-level English and mathematics courses.

Primary subject-level placement charts for reading, English and mathematics shall state the minimum score on the subject-specific domain for common tests used within KCTCS. Placement scores indicate minimum academic levels required for placement into KCTCS developmental courses, corequisite courses, entry-level reading, English and mathematics courses, and some programs. Colleges shall not require higher than the KCTCS placement scores listed. Placement charts do not indicate course sequences.

All exam scores remain an indicator of academic readiness for a minimum of twelve (12) months from the date of administration. An institution shall not determine academic readiness using scores received from exams taken more than four (4) years prior. Administered placement tests, specific course selection, and course sequences may differ by college insofar as this policy allows. Students should refer to their respective colleges for details.

Approved methods of assessment and placement are:

- ACT
- Accuplacer
- ALEKS PPL
- ASSET (not administered after November 30, 2016)
- COMPASS (not administered after November 30, 2016)
- EdReady (KCTCS)
- GED College Readiness
- GPA (Cumulative unweighted high school GPA at the end of the first semester senior year)
- KYOTE
- SAT
- TABE 9/10-A
- Wonderlic

*College Discretion One-Level Advancement or “One-Up”*

KCTCS Colleges, at their discretion, may place credential-seeking students who score within one placement level below the system-wide standard into an entry-level college corequisite course or pathway-appropriate developmental course.



### *Change in Quantitative Reasoning/Math Pathway*

KCTCS colleges may establish procedures to address developmental or prerequisite math needs for students who change programs and consequently QR/Math pathways. Placement into a corequisite course in the new pathway is strongly recommended.

### *Alternative Remediation*

Students scoring below the college readiness standards *may* be eligible for high quality basic skills instruction through Kentucky Skills U (formerly Kentucky Adult Education). Students with college readiness scores below the benchmark can take the Test of Adult Basic Education (TABE) at the local Skills U Center to determine eligibility. Additionally, student may take advantage of various pre-enrollment interventions available at many KCTCS colleges.

### *Accommodations*

Students with disabilities may request accommodations consistent with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

### *High School and Home-Schooled Students*

Assessment and Placement Guidelines specific to dual credit students are in 4.13 Appendix I. Home-Schooled students will follow these same guidelines.

### *Waivers*

A college may establish procedures to exempt students from assessment and placement criteria. The procedure must include the conditions under which a waiver will be granted, including clearly identifying the students being granted a waiver and the reason for the waiver. The college's waiver policy must be on file at the college and in the KCTCS Chancellor's Office.

The KCTCS Placement and Assessment policy can be found at the main KCTCS web page [kctcs.edu](http://kctcs.edu), under "Current Students," then "Academic Resources, then "Academic Regulations."

### *Assignment to and Removal from Classes*

The instructor will be responsible for reporting the names of those students on the official class rosters who have not attended any meeting or contacted the instructor of the class through the "last day to drop a course without a grade." The Registrar's Office shall have the authority to remove the student's name from the class roster.

### *Attendance Policy*

A written statement of the attendance policy will be included within each course syllabus. Attendance may or may not be required. If attendance is required or serves as a criterion for a grade in a course, the policy shall be clearly defined in the syllabus.

Absences from regularly scheduled classes resulting from the activities of a college-sponsored organization or event must be authorized by the president (or designee). The faculty member(s) supervising the activity or event shall notify instructors of the authorized absence. The student shall be responsible for the course work missed as a result of the authorized absence and must make arrangements to complete that work in accordance with the course syllabus. The instructor shall, if feasible, give the student an opportunity to make up the work missed and shall not in any case arbitrarily penalize the student for the absence.

### *Unsatisfactory Scholarship and Excessive Absences*

A student who is performing unsatisfactorily or who, in the opinion of the instructor, has excessive absences in any course may be reported to the college president or designee. This student shall be under the special supervision of the college president or designee. If, after a predetermined length of time, it becomes apparent that no improvement in scholarship is being made, the college president or designee may, if the student concurs, withdraw the student from the course under the provisions of Section V, 1.0.2. If the student is to be officially withdrawn, the college president or designee shall notify the instructor and the Student Records Office.

Any student reported to the president or designee because of unsatisfactory scholarship or excessive absences shall be considered for academic suspension under the provisions of Section V, 4.0.3 at the end of the term during which the reporting occurred.

### *Auditing Policy*

A student who has been admitted to the college may elect to enroll in a course as an auditor, except in a selective admissions program. Auditing courses in a selective admissions program requires admission to the program and available space in the course. A student who desires to audit a class must officially register for the course. Auditing of classes has no value in computing grade point average.

Any change from audit to credit by a student fully admitted to the college must be accomplished by the last date to enter a class and any change from credit to audit must be made by mid-term of the semester or session in which the student is enrolled. An audited class may be taken for credit at a later date. In the case of courses for which concurrent enrollment is required, all courses must be taken in the same manner. When a change in credit manner is made for one of the courses, the same change must be made for the other course(s).

### *Campus Safety and Security*

Gateway is committed to providing a safe and secure environment for students and employees. The College is required to report criminal activities that occur on our campuses. This information is provided in the form of the Federal Campus Security and Campus Crime Disclosure Act (CLERY) and the Michael Minger Act, [\*\*and is located on the Gateway website.\*\*](#)

To assist Gateway in providing a safe environment, students will follow these guidelines:

- Report any illegal activities to Campus Security or the administrative office of any campus.
- Report any suspicious activities or individuals to Campus Security or the Information Commons of any campus.
- Produce proper student identification upon request of Security or other campus official.
- Do not bring unnecessary valuables on campus.
- Always lock your car and take the keys.
- Be aware of individual security and the security of others.

### *Blood-Borne Pathogen Exposure*

In compliance with OSHA regulations, Gateway has a protocol for exposure to blood and body fluid **that could be encountered during course work.** The protocol is designed to ensure that appropriate information and referral is available following exposure to potential blood or body fluid infections. For additional information, please contact **your instructor or academic department chair.**

The following is a definition of three of the common blood-borne pathogens that may be potentially infectious if a person is exposed to blood or body fluid: Hepatitis B, Hepatitis C, and Aids/HIV.

### Hepatitis B and Hepatitis C

Hepatitis is an infection of the liver. Hepatitis B (HBV) or Hepatitis C virus (HCV) is found in the blood and body fluids of a person who has the disease. Hepatitis B and Hepatitis C information is provided to students via pamphlets that are located on each campus. Pursuant to KRS 164.282, Hepatitis B information must be provided to first-time students:

1. All public and independent postsecondary education institutions shall provide first time, full-time students with information about hepatitis B disease. The information shall include:
  - A. Symptoms and treatment;
  - B. The risk factors associated with hepatitis B acquisition and transmission; and
  - C. Current recommendations from the United States Centers for Disease Control and Prevention, or the American College Health Association regarding the availability and effectiveness of a hepatitis B vaccination.
1. Nothing in this section shall be construed to require the Cabinet for Health Services or the postsecondary institutions to provide or purchase vaccinations for hepatitis B.

### AIDS/HIV

Human Immune Deficiency Virus (HIV) is found in the blood and body fluids of a person who has the disease.

These infectious diseases are spread by contact with blood or body fluid of an infected person. The Center for Disease Control and Prevention developed standards called Standard Precautions to prevent exposure to these infectious diseases. Standard Precautions are provided to students via pamphlets that are located on each campus. All students are required to follow these Standard Precautions to the extent that they apply to their program area.

If a student is exposed to blood or body fluids, he/she should report this to an instructor immediately. The instructor will ensure that the Exposure Protocol is followed. If you have additional questions, please feel free to contact either of the following numbers:

Hepatitis Hotline Number 1-888-4 HEPCDC  
Kentucky AIDS Hotline Number 1-800-654-AIDS.

### Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal, **immediately** notify police at 911. Report as much information as possible to include:

- What the person(s) is/are doing
- Where it is happening (building and room number)
- Description(s) of person(s) and clothing
- Whether weapons are involved, and if so, indicate the type
- Vehicle description and license number.
- DO NOT APPROACH OR ATTEMPT TO APPREHEND. If it is safe to do so, stay on the phone with police and provide additional information as changes occur.
- Call Campus Security to report the incident. Those numbers are listed below

### *Domestic Violence Reporting*

If a student becomes a victim of domestic violence, it should be reported to Campus Security immediately. If the perpetrator is still present, law enforcement must be notified to respond and take appropriate action. If the incident is not active, and the victim is not in any eminent danger, Campus Security should be notified. If the victim has already obtained an Emergency Protective Order (EPO), or a Domestic Violence Order (DVO), a copy should be carried with them at all times. In addition, a copy should be filed with Campus Security in the event the perpetrator comes to the campus in violation of the protective order.

### *Emergency Procedures*

Fire and tornado drills will be conducted periodically throughout the school year for proper safety and evacuation procedures. Evacuation routes are posted in each classroom area. Students who are mobility impaired need to contact Disability Services each semester for an evacuation plan, which will be developed and distributed to the instructors.

### *Emergency Telephone Numbers*

For all campus emergencies.....911

Campus Security Officers

- (859) 307-1884 Boone Campus
- (859) 307-1037 Edgewood Campus
- (859) 307-8419 Urban Campus
- (859) 391-6152 Transportation Technology Center

If you have specific questions or concerns, contact the Director of Campus Security, (859) 442-4129.

### *Evacuation and Severe Weather Drills*

Each semester, all campus locations will conduct drills for evacuation in the event of a fire or other emergency that necessitates all persons exiting the buildings. These are to be taken seriously and are timed as required by KCTCS policy. All persons are to exit as quickly and safely as possible. All persons should be aware of at least two ways of exiting each building in the event their normal one is blocked.

Once a year, a severe weather drill will be conducted where all persons are to go to the designated shelter areas at each campus. These are marked by signs and will be in the lower levels of the buildings. All persons need to become familiar with those locations.

### *Firearms, Ammunition, Fireworks and Chemicals*

It is a violation of Gateway regulations to possess or use dangerous weapons, instruments, or substances on the Gateway campuses, except by law enforcement officers or as specifically authorized in writing by the College President. This prohibition includes, but is not limited to:

- Firearms and ammunition, including rifles, BB guns, pellet guns and shotguns, or any weapon from which a shot, readily capable of producing death or serious physical injury, may be discharged
- Any knife that could be deemed dangerous, regardless of size, including butterfly, switchblades, gravity, hunting, lock back blade and ballistic knives
- Nightsticks, Billy clubs, Blackjack or slapjack, and swords
- Fireworks, explosives, or any and all chemicals that possess explosive or dangerous properties except for use in college laboratories under faculty or staff supervision
- Nunchaku karate sticks

- Shiriken or death star
- Artificial knuckles made from plastic, or other similar hard material

Violations of this policy will be considered immediate and serious threats to the safety and welfare of the Gateway community and its members, and could result in removal from campus pending a disciplinary hearing. Violations will be referred to criminal justice authorities.

#### *Hazardous Communication - Right to Know*

All students are to be informed of their right to know as it pertains to hazardous materials and protective measures to be used. All departments have a list of hazardous materials including a Material Safety Data Sheet describing the hazardous material, precautions to be taken, first aid to be given, and other important information. Students have a right to review MSDS sheets and to receive proper training in dealing with hazardous chemicals. Hazard areas and programs are marked with a red “Hazard Area” sign and appropriate caution should be taken in these areas. Consult your instructor if you have questions about hazards in any of your classes.

#### *Security Alert Mode/Lockdown*

In an emergency, a campus facility may be placed in Security Alert Mode to respond to a threat or the existence of a hazardous condition. Specific procedures have been developed to implement a Security Alert Mode at each campus. If a security alert is required, students will be notified immediately by the SNAP system, email, and/or by Gateway personnel. All windows and doors will be closed and secured, and no one will be admitted without proper identification. Security Alert Mode procedures will remain in place until a Gateway official sounds the “all clear.”

Students are encouraged to check e-mail frequently to stay informed. Mass e-mails to all student e-mail are reserved for urgent information only. Other important news and campus announcements will be communicated by Gateway website and Social Media, such as Twitter and Facebook. (See page 68 for more information about SNAP and student e-mail.)

#### *Sex Offender Notification*

In compliance with the Federal Campus Sex Crimes Prevention Act of 2000, KCTCS, through the Kentucky State Police, makes available to the campus community information concerning registered sex offenders who may be employees or students at your college. This information is located on the Kentucky Sex Offender Registry website at <http://kspso.state.ky.us/>. Additional information can be found on the Dru Sjodin National Sex Offender Public Website (NSOPW), coordinated by the U.S. Department of Justice at <http://www.nsopw.gov>.

The Kentucky State Police provides sex crime offender registration information to the public through the Sex Offender Registry website at <http://kspso.state.ky.us/>. In addition, names supplied to the college by the Kentucky State Police may be obtained by contacting the Vice President of Student Affairs. According to the Kentucky State Police, this website is for public safety and awareness. Pursuant to KRS 525.070 and 525.080, use of information from this website to harass a sex offender is a criminal offense punishable by up to 90 days in the county jail. More severe penalties apply for more severe crimes committed against a sex offender.

### *Shelter in Place*

Under certain environmental emergency conditions, Gateway students and staff may be required to take shelter in place. The SNAP and public address systems may be used for notification. In such an event, everyone on campus will be advised to remain inside the nearest building. Shelter in Place procedures will remain in place until a Gateway official sounds the “all clear.”

### Cellular Phones and Handheld Electronic Devices

Handheld electronic devices, such as cell phones, iPods, iPads, personal digital assistants, planners, etc., must be turned off during classes, as well as during any and all testing, unless prior permission is granted from the instructor or administrator.

### Change of Address

All students must report accurate personal addresses on their application when they enroll or when they return to the campus during the academic year. Students should change their address using the form available on their Student Service Center. In addition, please remember to log in to Higher One website ([kctcs.debitcard.com](http://kctcs.debitcard.com)) and update your refund address because Gateway changes do not automatically feed to Higher One.

### Change of Program

Students enrolled in any KCTCS college may request a change of major by logging into Student Self-service account from [mypath.kctcs.edu](http://mypath.kctcs.edu) then selecting the Academic Records tile. We recommend students speak with an advisor prior to a change of major. If a student is receiving financial aid, it is the student’s responsibility to contact a financial aid representative to determine if an approved change in program affects financial aid received.

### Children on Campus

To maintain a safe environment conducive to student success, Gateway requires all children to be accompanied and supervised at all times by a parent or guardian. Children are not permitted in classrooms, laboratories, or clinical sessions unless they are to take part in the educational program.

In order to maintain a positive educational and working environment, children on campus are expected to adhere to the same student code of conduct as their parents & guardians. Any child that violates the student code of conduct, including behavior disruptive to the college community, prohibiting a learning environment, or is left unattended, will have their parents asked to escort them from campus. Any actions that include criminal activity or pose a risk to the safety of the college community will result in notification of authorities with adherence to college, local, state, and federal laws and regulations.

Children and guests are welcome to access guest Wi-Fi on their own devices, but are not authorized users of other college technology.

### Choosing an Academic Plan

Students may select from a variety of credentials: *Certificate, Diploma, and Degree*. Required placement scores (ACT, SAT, Ed Ready, TABE A or KYOTE) may vary according to the program requirements.

## College Level Exam Program (CLEP)

The College-Level Examination Program, or CLEP, provides students of any age with the opportunity to demonstrate college-level achievement through a program of computer-based exams in undergraduate general education college courses. The CLEP is a national program of credit-by-examination sponsored by the College Entrance Board ([www.collegeboard.org](http://www.collegeboard.org)). These examinations may be taken at the Gateway Testing Center. Credit may be earned through general or subject exams. Gateway students may earn a maximum of 15 college credits (Please contact your advisor or the registrar for more detailed information). CLEP testing is also available for students from other colleges and universities as Gateway is a certified CLEP testing center. Scores may be sent to other institutions for applicable college credit. Please call (859) 442-1159 for more information regarding CLEP exams. To schedule an appointment please use the following link: <https://www2.registerblast.com/gctc/Exam/List>.

## *Proctored Testing*

Gateway's Testing Center offers proctored testing for students taking online courses through KCTCS and also outside institutions. To schedule an appointment for a proctored midterm or final, please use the following link: <https://www2.registerblast.com/gctc/Exam/List>

## Credit for Other Experience, Certifications and Portfolios

### *Credit for External Experiences*

Credit for external experiences may be available. Students should check with program advisors.

### *American Council on Education*

Students may receive credit for learning experiences in industry, business, and government as recommended by the American Council on Education (ACE). The recommendations for awarding credit appear in *The National Guide to Educational Credit for Training Programs*, published by the ACE.

### *Certified Professional Secretary Examination*

Gateway recognizes the Certified Professional Secretary Examination of the Institute for Certifying Secretaries of the Professional Secretaries International. Students who successfully pass the examination may receive a maximum of 24 credit hours in specified courses. Students must first complete 12 credit hours in residence at the college in which they wish to receive credit.

### *Child Development Associate*

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

### *Military Service Experience*

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

### *Work Experiences (Internships, Externships, Coops)*

Many diploma and degree programs have cooperative education and practicum experience components included in the curriculum. The amount of experience and credit awarded varies according to program requirements.

### *Portfolio for Prior Learning*

Gateway has a process for preparing a portfolio for evaluation and gives the student information and examples that will help them prepare a portfolio that accurately describes their skills and knowledge. Interested students should obtain a copy of the Gateway [Student Portfolio Development Handbook](#) that is available on the website.

The portfolio is a collection of materials prepared by students to describe and document prior learning. The portfolio stresses learning outcomes rather than simply attendance or participation in events. The portfolio is developed under the direction of Gateway's professional staff and is evaluated by the faculty for award of credit.

### Credit for Prior Learning

Gateway provides a full range of educational services adapted to the adult needs for lifelong learning. To support this goal, Gateway recognizes and gives credit for experiential learning. "Experiential learning" is defined as college-level learning that takes place outside Gateway or other college setting. Students seeking credit for prior learning should consult with their program advisors for information on credit that may be available through this means. Alternatives for obtaining credit for college include:

- Transfer of course credit,
- STEP (Special Technical Education Proficiency),
- CLEP (College Level Exam Program), and

Local and national certifications for credit; and portfolio preparation

### Enhanced and Developmental Courses

Students enrolled in Enhanced or Developmental courses will need a grade of C or better to progress to the next course in the developmental sequence. All developmental education course syllabi will include the following grading scale:

90-100	A
80-89	B
70-79	C
Below 70	F

### Dress Code

Students are to dress as if employed in the industry or business for which they are training. Clothing must be in accordance with specific safety regulations established by the instructor of each program. All students should groom themselves appropriately. Students are expected to be neat and clean. Some programs require uniforms, and students must adhere to these policies. Students found to be in violation of the dress code may be asked to leave the premises

### Drug-Free Policy

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



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

### Grading Scale

Instructors explain the grading criteria in the course syllabus. A letter grade is used to report academic achievement unless otherwise indicated. Quality points are used to determine grade point average (GPA). The GPA is determined by multiplying the credit value by the quality points for that letter grade and then dividing the total points by the credit attempted. The grading scale and quality point scale are as follows:

#### *Quality Points*

A = Exceptionally high achievement	4 points
B = High achievement	3 points
C = Satisfactory achievement	2 points
D = Minimum achievement	1 point
E = Unsatisfactory achievement	0 points

Some courses will be graded with 'P' (Pass), 'F' (Fail) or 'MP' (Making Progress), but will not be used to determine GPA. Some programs require a 'C' or better for certain courses. Final grades are available to students through access to on-line student accounts.

### Graduation Requirements

Each May, Gateway holds one Commencement Ceremony for students who have completed all requirements in the preceding summer, fall or spring term. Students who are taking required courses during the upcoming summer term may also participate in Gateway's Commencement Ceremony. Credentials for summer graduates are awarded upon completion of the summer term. Commencement information is updated annually on Gateway's Website.

Students submit a Credential Completion/Graduation Application in order to receive their credential, regardless of participation in the Commencement Ceremony. These forms are located on the Gateway's website.

### Incomplete Grade Guidelines

Grade "I" means part of the work for a course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completing the work. The instructor shall not give an "I" grade when the reason for incompleteness is unsatisfactory. When issuing a grade of "I" for incomplete work, an *Incomplete Grade Completion Contract* must be completed and signed by the student and the instructor as a record of understanding of what is expected from the student in order to remove the "I" grade. One copy of the signed contract should be given to the student and one retained by the instructor for their records. A copy of the contract with instructor signature must be forwarded to the Registrar's Office for processing before grades may be posted for the class.

To ensure student success, Gateway recommends all incomplete course work be completed during the semester (fall or spring) following the issuance of the incomplete grade. When the work is completed, the instructor must complete a *Grade Change Form* reflecting the new grade. If the work is not completed by the time stated within the signed contract, a grade of "E" is issued.

## Parking Regulations

Parking is provided on campus at no charge. Parking and traffic rules apply to all Gateway students, employees and visitors. *Students must properly park in designated areas at each campus.* Cars parked illegally or left overnight may be towed at the owner's expense. Accessible parking for students with disabilities is marked in each lot. Students must have a state-issued permit or license plate to park in the accessible parking spaces. Repeated violations will result in citations being issued by local law enforcement agencies. Gateway shall not be held liable for any theft or damage to cars parked or being driven on the campus. If your vehicle is disabled and you need to leave it overnight at one of our campuses, you need to notify the Campus Security Officer

## Pets on Campus

No pets will be permitted on campus except those assisting someone with a documented disability or those being used for an approved research project

## Registrar (Drop/Add Classes, Transcripts)

### *Adding Classes*

Students who have self-enrollment access are permitted to add classes during the add period of each session. Self-enrollment is completed in the Student Self-Service Account.

Students who do not have self-enrollment access will need to work with their advisor. Add/Drop dates are on the [academic calendar](#). After the add period, Instructor and Academic Dean approval is required to add a class.

### *Dropping Classes/Withdrawal*

Dropping a course is initiated by the student through their Student-Self Service Account.

Students should speak with their instructor and or/advisor prior to the drop to understand how the drop affects their degree progress. Students should speak to Financial Aid Department to understand how the drop affects their Financial Aid. Drops are processed per the add/drop dates noted on the [academic calendar](#).

If you find it necessary to drop a class (or all your classes), you must submit Drop form. Failure to do so will result in an E (failing) grade for the course(s) in question. If you are taking online classes through another KCTCS college, you may find they are not on the same academic calendar as Gateway. You will need to check the course syllabus and the delivering college's academic calendar before dropping or adding a class. Submit an online drop form

1. Log into mypath.kctcs.edu
2. Click [Student Self-Service](#)
3. Click on the Academic Records Tile
4. Select Withdraw/Drop Request form
5. Complete form as directed
6. Watch your KCTCS email for updates/confirmation of the drop.

### *Administrative Withdrawal Procedure*

It is the goal of Gateway Community & Technical College to foster an environment in which each student is able to fully pursue his or her academic goals. When life circumstances prevent a student from achieving these goals, it is the intent of the College to provide a mechanism whereby the student may withdraw from his or her studies and return to them when able.

1. Students who seek to withdraw from the College because of life circumstances must submit an *Administrative Withdrawal Form* to the Gateway Community & Technical College Registrar's office for consideration by the Administrative Withdrawal Committee. An administrative

withdrawal request may be made in extraordinary cases in which serious illness or injury (or other life circumstances) prevents a student from continuing their classes.

On the *Administrative Withdrawal Form*, the student must describe the reason for the withdrawal. Additionally, the student must explain how the life circumstance, illness or condition affected their ability to maintain their status as a student at the College and why withdrawing from courses through the regular process was not an option for them. The student must also provide the College with documentation of the life circumstance such as a letter from their treating medical doctor, recommending a withdrawal from the College for medical reasons. This letter must state the specific rationale for the recommendation, including why the illness or condition prevented the student from maintaining their status as a student. The letter must be on the physician's stationery, and include the date of the onset of the illness or condition. A statement recommending withdrawal without the supporting rationale will not be considered.

2. Students who are granted an administrative withdrawal will receive a 'W' for all courses attempted during that term and will be responsible for any outstanding balance on their Student Accounts account.
3. Students should be aware that withdrawals may negatively impact the Satisfactory Academic Progress requirement for financial aid. It is the student's responsibility to follow up with the Gateway Community & Technical College Financial Aid Office.
4. Requests must be for the current semester only. Requests will not be considered for courses with **posted grades** or **E grades** already issued.
5. If the signature on the *Administrative Withdrawal Form* is by someone other than the student, necessary documentation needs to be attached to the form.
6. Students enrolled in distance learning courses offered by other KCTCS colleges will need to follow the specific college withdrawal policies for the course in which they are enrolled. If the student enrolls in online courses from more than one KCTCS institution, each institution's policy must be followed, specific to the course in which they are enrolled.

Forms can be found on the Gateway website under Current Students, Academic Resources, Registrar, then Registrar Forms.

### *No Show Policy*

In accordance with KCTCS Senate Rule V.1.0.2, Gateway requires all faculty to report no shows. No shows are reported by midnight six days after the first day of the session (example: classes begin on August 15, then no shows are reported by midnight on August 21). This six-day timeframe applies to all sessions listed on the academic calendar.

**Definition of "no" show for face to face class:** A no show for in-person classes is defined as a student who does not attend class within the first six days of the session. In general, students will not be put back into a class after the "add" period as listed on the academic calendar.

**Definition of "no" show for online class:** A no show for online classes is defined as a student who does not participate in one of the academic activities listed below within the first six days of the session. Logging into the class does NOT count as academic activity.

In general, students will not be put back into a class after the “add” period as listed on the academic calendar.

#### Examples of Academic Activity:

1. Submitting academic assignment
2. Taking exam, interactive tutorial or computer-based instruction
3. Online-Participating in online discussions about academic matters and/or initiating contact with faculty to ask questions about subject studied

**Definition of “no” show for hybrid class:** A no show for hybrid classes is defined as a student who does not participate in one of the academic activities listed below within the first six days of the session. Logging into the class does NOT count as academic activity.

In general, students will not be put back into a class after the “add” period as listed on the academic calendar.

#### Examples of Academic Activity

1. Submitting academic assignment
2. Taking exam, interactive tutorial or computer based instruction
3. Online-Participating in online discussions about academic matters and/or initiating contact with faculty to ask questions about subject studied
4. Attending the scheduled in-person class, if applicable

#### Online Classes

Classes taken online through another KCTCS college may not be on the same academic calendar as Gateway. Students will need to check with these schools before dropping or adding a class.

#### Repeated Registration in a Course

A student may repeat a course for the purpose of improving a grade. The course must be repeated with the same grade option as the original enrollment in the course. The highest grade earned in a completed course shall be the official grade for the course and will be the only grad included in the cumulative GPA; in cases where the grade is of equal value then only the most recent grade will be included in the cumulative GPA. Credit shall count only once for a KCTCS credential.

If a student has been dropped from a technical program, course enrollment is dependent upon readmission to the program.

After a student has completed the same course twice, a division chair (or designee) in consultation with the instructor may refuse to approve a third registration in the same course, including those offered by correspondence, extension, and distance learning technology.

Subject to the approval of the division chair or designee, a student may receive approval for a substitution of comparable courses.

MT 109 may be taken as a repeat option for MA 109 and vice versa. MAH 080 or MAH 083 may be taken as a repeat option for MA 108R.

### *Repeated Registrations in a Modular Course*

A student may repeat a course module for the purpose of improving a grade in the course module. The course module must be repeated with the same grade option as the original enrollment in the course module. The highest grade earned in a completed course module shall constitute the official grade for the course module and will be the only grade included within the cumulative GPA. Credit shall count only once for a KCTCS credential.

A parent course cannot be repeated using modules. Students who have received passing grade in a parent course are not eligible to enroll in any module of that parent course.

A student may take a parent course as a repeat for any portion of a series of modules in the parent course for the purpose of improving the grade in the course module(s). The parent course must be taken with a graded option regardless of the grade option of any of the modules. If the student chooses to have the parent course counted as a repeat for any portion of the course modules, only the parent course grade will be included in the cumulative GPA and only the parent course credit shall count for a KCTCS credential. A student cannot receive credit for both the parent course and any of the modules in the parent course.

### *Transcripts from Gateway*

*Gateway* uses the National Student Clearinghouse for electronic transcript exchange. Place your order online through the [National Student Clearinghouse](#). This is a safe, secure and convenient way to get your transcript delivered and you can choose your delivery method. Transcripts will not be released if an individual has an outstanding financial obligation to any KCTCS facility.

### *Soliciting*

Solicitations and sales for personal gain or profit are prohibited on Gateway campuses. Fund-raising activities for charitable purposes, or for recognized college groups, must secure written approval from the Vice President for Student Development who coordinates the request with the Vice President for Resource Development. This policy applies to written, electronic or face-to-face solicitation. Student violators are subject to disciplinary action; persons from outside the college community are subject to civil action by local authorities

### *Special Technical Education Proficiency (STEP)*

Students may request credit for most technical college courses in which they feel they can demonstrate mastery of course content. Upon receipt of a request, a college representative will verify proficiency with a STEP examination that covers the course content. Students may contact the Testing Center to schedule an appointment date.

Students who successfully demonstrate competence by scoring at least 70 percent on the STEP exam receive a 'P' for passing. The credit will not affect the student's grade point average but will count toward program completion. A student may take a STEP exam only once for a particular course before enrolling in that course. A student may STEP-test out of a total of nine semester hours.

STEP exams must be taken prior to the end of the drop /add period of each semester. If a student enrolls in a course before taking the STEP exam in that particular course and then drops the course when a successful STEP exam score is achieved, NO TUITION REFUNDS will be issued.

STEP exam request forms and lists of available tests are located online. To take the STEP exam, the student must complete an official form with his/her advisor and pay a non-refundable fee for each STEP exam. All

tests are administered in the Testing Center at the Boone Campus. Please call (859) 442-1161 for more information regarding STEP testing.

## Student Grievances

### *Types of Student Grievances:*

#### *I. Student Non-Academic General Complaints Procedure*

We have a procedure in place for addressing student grievances that fall outside the realm of academic, discrimination or harassment-related issues. The nonacademic general complaint grievance process is designed to assist students who believe they have been subjected to unfair treatment. Ideally, a complaint of unfair treatment charged by a student against a college employee, in regard to the application of College rules, policies, procedures, and regulations, should be resolved without initiating the formal process. This procedure does not supersede the policies set forth for formal grievances of discrimination (KCTCS administrative policy 6.6), harassment, or grade appeals.

#### *Informal Process: Attempt to resolve the grievance at the department level*

1. Seek to resolve the issue with the individual involved.
2. If a resolution cannot be reached, the next step is to contact the individual's supervisor within **ten (10) calendar days** after speaking with the individual involved.
3. If you are still not satisfied after speaking with the supervisor, within **ten (10) calendar days**, contact the Vice President for Student Development or designee to initiate the appropriate formal student complaint process.

#### *Formal Process: Grievance filed with the Vice President for Student Development Office*

1. If after the above informal process and resolution has not been reached, the student should file a formal written complaint. This should occur no later than ten calendar days following the origin of the complaint. To initiate the formal process, a [Student Complaint Form](#), which can be found on our website at <https://gateway.kctcs.edu/about/student-life/student-formal-complaint.aspx>, should be filed with the [Vice President for Student Development](#) within ten (10) calendar days after speaking with the department supervisor.

#### *II. Student Discrimination Grievance*

We have a zero tolerance for illegal discrimination of any kind. Any student who thinks he/she may have been discriminated against or subjected to harassment by students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. See KCTCS Code of Student Conduct: Section 4: Student Harassment or Discrimination Grievance Procedure.

Complaints relating to sexual harassment and misconduct should be made to the College Title IX Coordinator. Such complaints shall be handled in accordance with the [Sexual Misconduct Procedure](#).

The Chief Student Affairs Officer (CSAO) or his/her designee shall be responsible for investigating student discrimination grievances.

1. If a student thinks that he/she has been discriminated against, the student shall inform the CSAO or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The CSAO or his/her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, CSAO or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days. The informal student discrimination grievance procedure shall be completed within forty-four (44) calendar days of the occurrence of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the College Appeals Board within fifteen (15) calendar days after the chief executive officer communicates his/her decision. The College Appeals Board, by a majority vote, may choose to hear the student's case, decline to hear the case, or allow the chief executive officer's or his/her designee's decision to be final.

### III. Sexual Harassment & Gender-Based Discrimination Grievance

**Title IX** is a federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities. Title IX prohibits discrimination based on **pregnancy and parental status, sexual harassment, sexual violence, stalking, domestic violence, dating violence, and retaliation.**

#### ***Sexual Harassment & Misconduct:***

We are committed to fostering a safe, productive learning environment. Sexual misconduct is an assault on a person's privacy and integrity. It can cause poor academic performance, physical illness, fear of reprisal, anxiety, and loss of self-confidence. Sexual misconduct also can affect those exposed to the situation, causing conflict in the classroom or workplace, a decline in morale, and a loss of respect for the responsible party.

Sexual misconduct including but not limited to sexual assault, sexual harassment, stalking, and intimate partner violence will not be tolerated at our school. We take this very seriously and will investigate these situations. If you tell an instructor or staff member about an incident of sexual misconduct, by law, they have to report it to the college's Title IX Coordinator. "Disclosure" may include communication in-person, via email/phone/text message, or through in/out of class assignments. We have support services that can help students deal with the aftermath of sexual misconducts.

Grievances relating to sexual harassment and misconduct should be made to the College Title IX Coordinator. Such complaints shall be handled in accordance with the [Sexual Misconduct Procedure](#)

#### ***Pregnant & Parenting:***

Title IX protects pregnant and parenting students who are experiencing **medical complications due to their pregnancy; childbirth; false pregnancy; termination of pregnancy; recovery from any of these conditions; breastfeeding, or parenting a sick child that has doctors' appointments or that is in the hospital.**

The law states that a school is required to make a reasonable accommodation for a student experiencing these circumstances including giving a student a reasonable amount of time to make up missed assignments, not penalizing the student for being absent from class(es), and allowing the student to re-enter the school at the same academic status before a leave began.

Title IX pregnant & parenting cases are not retroactive. A school must be aware of a situation in order to respond to it. Documentation is required.

If you wish to report sexual misconduct or are experiencing medical complications due to their pregnancy; childbirth; false pregnancy; termination of pregnancy; recovery from any of these conditions; or parenting a sick child that has doctors' appointments or that is in the hospital, contact our Title IX Coordinator: Mallis Graves at 859-442-1608 or [mallis.graves@kctcs.edu](mailto:mallis.graves@kctcs.edu).

#### *IV. Academic Grievance*

Students may file academic grievances when they believe a violation of their academic rights has occurred. The scope of a grievance does not include matters a student simply does not like or disagrees with, unless the matter represents a violation of the student's academic rights. To file an academic grievance, see KCTCS Code of Student Conduct: Section 4: Academics; Grievances involving Academic Rights of Students.

#### Tobacco Free/Smoking Policy:

This regulation applies to all members of the College community.

1. The use of all tobacco and smokeless tobacco products is prohibited on all property that is owned, operated, leased, or controlled by the College. "Property" includes buildings and structures, grounds, parking structures, enclosed bridges and walkways, sidewalks, parking lot and vehicles owned, rented or leased by KCTCS, as well as personal vehicles in these areas.
2. Tobacco use in facilities that are not owned, leased, or controlled by the College are subject to the tobacco policies applicable to those particular facilities, and are exempt from this regulation.

#### *Definitions*

1. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe.
2. "Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah). Tobacco does not include nicotine replacement therapies such as patches, gum or prescription medication intended to assist an individual in quitting the use of Tobacco Products.
3. "Smokeless Tobacco Products" means all products including; electronic cigarettes, electronic vapor and all forms of vaporized electronic devices; snuff, chewing tobacco and dipping tobacco
4. "Members of the College community" include its faculty, staff, students, volunteers, vendors, patrons, customers, guests and visitors.

#### *Compliance*

- The Tobacco Free Environment policy relies on the consideration and cooperation of Tobacco Product users and non-Tobacco users for its success. It is the responsibility of all Members of the college, as well as visitors to inform and observe this policy.
- Violation of this regulation may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures, or other applicable College Regulations or Policies. For the safety reasons, all visitors will be asked to adhere to policies while on campus. Visitors and others refusing to comply may be asked to leave the campus/property.



## Transfer of Course Credit

The number of hours accepted for transfer credit is determined by computing hours earned with a grade of 'D' or better in college level course work. Grades of 'I', 'AU', 'W', 'E' or 'F' will not transfer. In some program areas, a grade of 'C' or better is required. Students should contact their academic advisor for details.

Degree-credit work taken at a fully accredited college or university is recognized credit hour for credit hour if taken on the semester system. Quarter hours are recognized as two-thirds (2/3) of a semester hour. To be classified as fully accredited, a college or university must be a member of a regional accrediting association. Recognition of credit earned at a non-accredited college or university may be obtained by special subject examinations. Alternatively, credit may be re-evaluation upon the completion of 12 Gateway credit hours, excluding developmental or remedial courses, with a grade point average of at least 2.0. A student's GPA from other institutions does not transfer; only coursework is accepted.

Gateway accepts Advanced Placement (AP) test credits upon receiving an official score report from the College Board. Credit is awarded for scores of 3 or higher on the Advanced Placement Test.

## Use of Equipment

Students work with specialized equipment utilizing specific procedures in their particular area of study. Equipment use often requires special instruction and skill. No equipment may be used until students have been fully instructed, tested and equipped with necessary safety devices.

## *Computer Access*

Gateway provides access to computers during normal business hours for all enrolled students. Please refer to the Student Code of Conduct, Article III, for the Policy Governing Access to and Use of KCTCS Computing Resources. Computers for student use are available in the following locations at various campuses:

Boone: Atrium and Adult Learning Center in the Classroom and Training Building (CAT) and Library and 2<sup>nd</sup> Floor Lounge in the Center for Advanced Manufacturing (CAM)

Edgewood: NAHSC 2<sup>nd</sup> floor lounge, Atrium

Urban: Main Floor Hallway, 2<sup>nd</sup> Floor Lounge, and 3<sup>rd</sup> Floor Lounge

## *Responsible use of Technology*

Access to Gateway technology resources is a privilege, not a right. The privilege applies to all technology resources, including computer facilities, telecommunications and network services, web-page servers, equipment, software, applications, information resources, printing and scanning services, and Information Technology staff-provided user and technical support. The privilege is extended to all users — faculty, staff, students, trustees, alumnae, affiliated individuals and organizations. Accepting access to technology carries an associated expectation of responsible and acceptable use. To ensure that our high standards are met, we have certain responsibilities regarding the use of technology resources at the College.

The "Acceptable Use Policy" describes activities that Gateway believes are acceptable and unacceptable. The examples listed are not exhaustive and may change from time to time as technology and applications change. Examples are provided solely for guidance to users. If a student is unsure whether any use or action is permitted, he/she should contact the Director of Information Technology at (859) 442-1156.

In some cases, misuse of technology resources is deemed irresponsible or unacceptable. However, there are also cases of misuse that violate College policies, codes of conduct, or local, state, or federal law. Though the use of technology resources is the focus of this document, members of the Gateway community and others using Gateway technology resources are advised that use may be governed by other college policies,

including, but not limited to, those in the Student Handbook, College Catalog or other policies governing academic or personnel matters at the college.

Gateway technology and information resources are not to be used for commercial purposes or non-college-related activities without written authorization from the Vice President of Administrative and Business Affairs, (859) 442-1127.

Gateway reserves the right to enforce applicable penalties and/or immediately terminate access to college systems and network services to any user in cases where technology resources have been used in a manner that is disruptive or is otherwise believed to be in violation of “acceptable use” or other college policies or law. As a recognized agent under the Digital Millennium Copyright Act, Gateway will act in accordance with the provisions of this law in the event of notification of alleged copyright infringement by any user.

Instances of inappropriate use of technology resources will be referred to the Vice President of Student Development, working with the Director of Information Technology, for disciplinary action by the college. Inappropriate use will be subject to this policy as well as other applicable college policies and guidelines. In addition, individuals may be subject to civil suit, and/or local, state, and federal prosecution depending on their actions. Among sanctions that can be imposed for violation of this or other applicable college policies, Gateway reserves the right to restrict an individual’s access to technology resources.

As a user of Gateway technology resources, students have a shared responsibility with the technology resources staff to maintain the integrity of Gateway systems, services, and information so that high quality services can be provided to everyone.

Students’ responsibilities include:

- Using Gateway technology resources responsibly and appropriately, respecting the rights of other users to system, services, and information access 24 hours/day, 7 days per week.
- Respecting all contractual and license agreements, privacy of information, and the intellectual property of others.
- Complying with Gateway, federal, state, and local regulations regarding access and use of information resources (e.g., college policies regarding the Institutional Information System and dissemination of information outside the campus, Federal Copyright Act, The Family Education Rights and Privacy Act, codes of professional responsibility, etc.)
- Maintaining a student’s own system accounts, including files, data and processes associated with those accounts within the network storage drive quota (500 MB). For PC files, data, and processes, this includes taking appropriate action to back up your PC system (Technologies Services can assist you in setting up backup procedures).
- Keeping student technology accounts secure. If a student suspect’s unauthorized access, report it to the Director of Information Technology.
- Declining to share student privileges with others. Student access to technology resources is not transferable to another member of the Gateway community, to family members, or to an outside individual or organization.
- Complying with posted policies governing use of public computing facilities.
- Understanding the implications of sharing personal information or data via the Internet, WWW, e-mail, or other services that either are open to access by others on and off-campus, or that can be forwarded to others.

## Website Development

Student groups that want to develop a web page or social media site on or affiliated with the Gateway website or the college’s official social media presence must coordinate development with the Gateway Web

Services Manager. Web pages for student groups must reside on the Gateway site. For information, contact the Web Services Manager at (859) 442-1163.

### *Examples of Violations*

Violations of these principles or any attempt to violate these principles constitute misuse. Violations include, but are not limited to:

- a. Viewing or distributing confidential or restricted information without authorization.
- b. Sharing passwords or acquiring the password of another.
- c. Failing to protect one's own account from unauthorized use, e.g., leaving a publicly-accessible computer logged on but unattended.
- d. Transferring confidential or restricted data without authorization to non-KCTCS devices, including home computers, removable memory devices, and personal digital devices.
- e. Intentionally accessing, using, viewing, distributing, modifying, obscuring, or deleting of data, including information technology administrative data without proper authorization.
- f. Creating or encouraging communications which may overload the communication network, including "email bombs," "spam," and "chain letters."
- g. Altering a communication of another individual without proper authorization.
- h. Installing on KCTCS information technology software which damages information or restricts the utility of the information technology, e.g., "computer virus."
- i. Altering existing information technology without proper authorization.

Individuals wishing to explore the development and application of new technologies utilizing College technology resources and/or infrastructure should first contact the Director of Information Technology at (859) 442-1156, to review their project idea and plan. The College's technology resources are essential to the day-to-day operations of the College. We must preserve their integrity and operation, and ensure that new project development will not interfere with providing expected services to all users.

### Valuables

Gateway accepts no responsibility for loss of valuables due to theft, fire, or other causes. Students are advised to insure their personal property through a family homeowner's policy or with separate coverage.

### Veterans' Education Benefits

Veterans' education benefits can be accessed by applying on-line at [www.vets.gov/education/apply](http://www.vets.gov/education/apply). Students must complete one of the following forms based on their circumstances.

*Students who have never accessed any VA educational benefits should use these forms:*

- Form 22-1990 Application for VA Education Benefits
- Form 22-5490 Application for Survivors' and Dependents' Educational Assistance

*Students who have used VA educational benefits before need to complete one of the following forms:*

- Form 22-1995 Request for Change of Program or Place of Training
- Form 22-5495 Request for Change of Program or Place of Training Survivors' and Dependents' Educational Assistance

After receiving a certificate of eligibility confirmation from the VA, a student can ask Gateway to certify enrollment by submitting a copy of their eligibility and their semester schedule to the Gateway VA Certifying Official either via email ([megan.williams@kctcs.edu](mailto:megan.williams@kctcs.edu)), or in person.

For general or detailed information about VA education benefits, call (888) 442-4551. For questions about how to access your VA benefits, please call (859) 442-1710. Every semester, students wishing to use their VA Education benefits must submit their semester schedule. In addition, if there are any changes that are made to a schedule during the semester (adding/dropping a class, switching from residential to online or vice versa), it MUST be relayed to the Certifying Official immediately.

Gateway Veterans Services  
E104D—Student Services Building  
790 Thomas More Pkwy  
Edgewood, KY 41017

## College Operations during Inclement Weather

The college will be open for normal business unless the weather situation has a serious impact on the normal transportation systems in the region. During these types of inclement weather situations, the following procedures and notifications will be used.

It is the college president/CEO's responsibility (or that of the acting president) to determine the college's operating status during inclement weather. The college will adhere to one of the following declarations:

1. Open, but operating on a two-hour delay; (a two-hour delay means classes scheduled earlier than 10 a.m. will not meet; classes scheduled to begin at 10 a.m. or later will be held as scheduled; offices at all campuses will open at 10 a.m.);
2. Closed for all day activities;
3. Closed for all day and evening activities;
4. Closed for all evening activities (in those cases when inclement weather begins during the day);
5. Gateway classes offered at off-campus sites will follow the inclement weather procedures of the organization where the class is located. If the college campuses are open but off campus sites are not, Gateway faculty members will provide alternate assignments and announcements through the class Blackboard site; or,
6. Open on a normal operating schedule (No announcement will be made.)

**If you are a high school student taking classes at Gateway:** there may be times when Gateway remains open when your high school location is delayed or closed. We take the safety of our students seriously and always want students/parents to use their best judgement before deciding to drive to class. Students should always communicate with their instructor if unable to attend class.

Once a decision is made, the external media (TV and radio) will be informed as early as possible in the day or, if possible, the preceding night. This system is the very best and fastest way to notify employees and students. Announcements will be made on all major TV and radio stations in the Tri-State area.

Additional announcements will be placed on the college's website and Facebook. Finally, a SNAP message will be sent to all GCTC employees and students, so it is very important that you are signed up to receive SNAP messages on your cell devices. In those situations when the college has been open and inclement weather occurs during the day, the same notification procedures will be used.

If there is inclement weather and no announcement is made, one should assume that the college is open at normal operating hours. Please note that the college does not announce that it is operating on normal scheduled hours.

All locations and campuses of the college will operate according to the announced schedule.

Employees and students are asked to arrive on campus no earlier than 30 minutes prior to the opening of the college. For example, if the college is on a two-hour delay and will open at 10 a.m. instead of 8 a.m., employees and students should not arrive before 9:30 a.m. so that the college crews can clear the snow. Your cooperation is greatly appreciated.

A final word of caution: in any inclement weather situation, it is up to the individual employee or student as to whether conditions permit safe travel. It is impossible to accurately assess the road and weather conditions across the Tri-State area, Greater Cincinnati, and Northern Kentucky regions. Some areas may experience severe weather conditions while other areas are less affected. The ultimate decision on travel rests with the individual. However, if you are not able to come to work or attend classes when the college is

open, it is your responsibility to notify your supervisor (or instructor) of the absence in a timely manner. Please consult your course syllabus or KCTCS Policies and Procedures for more information.

# KCTCS Student Code of Conduct

## Article I. FOUNDATIONS AND PRINCIPLES

**Who We Are:** The Kentucky Community and Technical College System (“KCTCS” or “System”) was established in 1998 through an act of Kentucky’s General Assembly, KRS 164.580. The System is made up of sixteen colleges with various campuses situated throughout the state of Kentucky and dedicated to supplying the educational and training needs of students seeking two (2) year academic or technical degrees as well as other certificate, licensure, and training programs.

**Our Governing Body:** KCTCS colleges are governed by one body, the KCTCS Board of Regents, the membership, role, responsibilities, and authority of which is set forth in sections of KRS 164.290 to 164.475 and more specifically detailed in KRS 164. 580 to KRS 164.600. The KCTCS Board of Regents is authorized by KRS 164.350 to adopt rules, regulations, and bylaws governing its members, and this *Bill of Rights and Code of Student Conduct* is established under their authority to govern student academic and behavioral matters. Nothing contained in this Code of Student Conduct should be construed as creating a contract between KCTCS and students.

**Our Philosophy and Commitment:** KCTCS Colleges strive to provide students with education and training in a structured yet free environment that recognizes the dignity and value in all people and all groups. KCTCS is committed to a community of learning where students and ideas do not simply exist but flourish and thrive.

KCTCS understands, accepts, and exercises the role of the institution as the primary entity responsible for the enforcement of conduct that permits students to grow academically and personally as they pursue education and training in the System. To encourage an atmosphere conducive to the education of all students enrolled in KCTCS colleges, KCTCS recognizes that fundamental values, principles, and responsibilities are imperative to the proper functioning of our college community.

**Our Students and Our Community:** Students are members of our academic community as well as our local, state, national, and global communities. KCTCS recognizes the freedoms, rights, and privileges of our students but also demands of our students those responsibilities, obligations, and duties that are part of good citizenship. When students fail to live up to the standards necessary to be responsible and productive members of the KCTCS academic community, those administrators and faculty given authority by the KCTCS Board of Regents to act in accordance with the KCTCS Student Code of Conduct shall take measures to protect the community, to preserve property, and to maintain order. At all times, System officials shall balance the needs of the students involved against the well-being of the academic community as a whole.

## Article II. THE KCTCS STUDENT BILL OF RIGHTS

1. KCTCS students enjoy the rights considered basic human rights and memorialized in the United States Constitution and in the federal laws passed to support and defend that Constitution.
2. KCTCS students also enjoy the rights set forth in the Kentucky Constitution and in the laws of the Commonwealth of Kentucky.

3. The Rights associated with the US and Kentucky Constitutions most prominently include the right to be enrolled in and to attend any KCTCS College without fear or threat of discrimination on the basis of any immutable characteristic or protected status, including but not limited to race, gender, ethnicity, color, nationality, age, and religion.
4. All KCTCS students shall enjoy the protections of all state and federal laws as well as any KCTCS policies that respect the gender identity, the gender presentation or the sexual orientation of students.
5. KCTCS students will not be discriminated against based on military service.
6. Students shall have access, if needed and desired, to student services that provide reasonable accommodations as required under US laws and state laws relevant to the establishment of an equal opportunity to succeed in academic endeavors.
7. KCTCS colleges respect the right of all students to learn, study, and grow in an environment that is free of any discrimination that reduces students to classes rather than recognize students as individuals.
8. KCTCS students shall have the right of free speech but shall understand the responsibilities that govern that right. Those constraints and restraints that limit and protect First Amendment Rights also constrain and restrain the rights of students.
9. As a “marketplace of ideas,” the academic setting at KCTCS shall respect divergent viewpoints and the right to express them with respect and civility toward fellow students.
10. Students have the right to participate in a community devoted to scholarship and are encouraged to inquire, debate, think, and express as individual scholars within that community. This expression includes both agreement with the main and dissent with others. The exercise of this right shall not interfere with the rights of others to the academic experience and shall not target, harass, intimidate, or threaten another participant in the academic process in such a severe or offensive manner that the target of this conduct is effectively denied access to the academic community at KCTCS. This is so whether the conduct occurs during course time, after class, or using electronic or other means rather than face-to-face debate.
11. KCTCS students’ right to free speech shall include the right to form and to participate in student presses at their colleges. Student press shall include academic and literary publications and journals. The right to participate in student organizations with the primary goal of written or oral speech shall not be arbitrarily abridged by the colleges but all students shall recognize the correlation between the rights of speech and responsibilities of speech. Students shall exercise responsible speech, including ethical journalistic guidelines as well as any editorial or regulatory guidelines that carry the weight of law or policy.
12. As members of the KCTCS educational community, students have the right to expression but also responsibility to attribute the expression to its rightful owner. This responsibility includes written, oral, or any other type of creative expression. Said plainly students shall express themselves but shall not claim the expression of others as their own. The foundation of the academic community relies on free expression and freedom from theft of expression.



13. KCTCS students have the right to assemble and to participate in the social, religious, and political activities available in a free and open society.
14. The right to assemble shall include participation in KCTCS recognized organizations. Groups of students seeking to create or be part of an organization officially recognized shall have the right to petition for recognition and must follow all rules, regulations, policies, and procedures necessary for KCTCS recognition.
15. KCTCS students have the right to participate meaningfully in the governance of KCTCS, including, when appropriate, representation on college or System committees as well as representation on the KCTCS Board of Regents. All colleges shall provide students the means to participate in local governance through a student government association.
16. KCTCS students have the right to privacy in their educational, academic, and financial records. This right to privacy shall be consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a federal law that protects the confidentiality of personally identifiable information contained in student education records. KCTCS shall adhere to policies and procedures for identification of directory information and for any release of information that is not identified as directory information and therefore protected by FERPA. KCTCS students shall also enjoy, when relevant, the protections of KRS 164.283.
17. KCTCS students have the right to know with accuracy and clarity information that assists them in successfully meeting the established academic standards in their classes.
18. KCTCS students have the right to clear and comprehensible course objectives and requirements. This right shall extend to have access to a consistent grading policy used to evaluate student performance established by their class instructors.
19. 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 in the first or second class session or in the introductory materials for a distance learning course.
20. KCTCS students have the right to know and understand the graduation requirements for their course of study and their type of degree. This right shall include to the students' knowledge and understanding of course transfer requirements.
21. The rights expressed in this KCTCS Bill of Rights shall not be abridged or removed without providing students with appropriate due process. The level of due process owed for academic and disciplinary offenses may vary but shall always include these essential parts – knowledge of the allegations against the student, a right to express a defense, the right to know the findings, and a right to an appeal.
22. Colleges shall not sanction students academically or behaviorally when the regulation, rule, or policy is imposed ex post facto. In other words, regulations, rules, or policies effective after an alleged offense shall not be enforced against students when addressing that offense. New regulations, policies, or rules will only be applied from the effective date forward.

KCTCS recognizes that this Bill of Rights has no meaning without the full disclosure and publication of the substantive rules and possible sanctions students might face when found to have violated those rules. To ensure both substantive and procedural due process, KCTCS establishes and maintains as current the

KCTCS Code of Student Conduct. All KCTCS students are presumed by the act of enrollment to know and to agree to abide by the KCTCS Code of Student Conduct. Students shall not have ignorance of the rules as a defense to academic or behavioral violations. With Rights come Responsibilities, and KCTCS expects our students to exercise both.

### ARTICLE III. PRINCIPLES AND STANDARDS OF STUDENT CONDUCT

#### *Section 1: General Principles*

##### A. Purpose

The Kentucky Community and Technical College System (“KCTCS” or “System”) student code is intended to set forth the expectations for academic and behavioral responsibilities of the students who enroll in and attend the sixteen KCTCS colleges across Kentucky. As declared in Article I, KCTCS Colleges are committed to creating a community where learning flourishes and students from all backgrounds and experiences are welcome and respected. The KCTCS Code of Student Conduct provides the framework for student success without unnecessary distractions and harmful disruptions.

##### B. Authority

The Kentucky General Assembly through KRS 164.350 authorized the KCTCS Board of Regents to adopt rules, regulations, and bylaws governing its members. The KCTCS Code of Student Conduct is enacted under the legislatively granted authority to govern student academic and behavioral matters. The KCTCS President exercises delegated authority in promulgating this Code for the safety and well-being of the campus community. The KCTCS President delegates authority to each College President to apply the Code at their respective college, and the College Presidents designate the Chief Student Affairs Officers (CSAO) as the front line authorities for application of the Code.

This Code may apply to acts conducted on or off campus when those acts have a direct impact on the orderly conduct of regular college business. This Code may apply to acts conducted as face- to-face encounters, cyberspace, or by use of any means or medium that facilitates violation of the rules contained herein. The Code is written to provide a reference for general guidelines of expected student behaviors and penalties for failing to meet those expectations. It is not a criminal code nor an exhaustive list of misconduct.

##### C. Proceedings

Disciplinary actions conducted pursuant to this Code are to be conducted in a manner that is fair, expedient, and civil. Disciplinary actions under the Code are not legal processes and are not subject to the procedures governing criminal or civil actions, such as formal rules of evidence and the burden of proof. Deviations from the processes outlined in this Code shall not invalidate a proceeding or decision unless such deviation clearly results in significant prejudice to the student or the College.

Jurisdiction for violations of this Code may be extended to conduct that occurs off College premises if that conduct adversely affects the College community.

##### D. Interplay of Code of Student Conduct with Local, State and Federal Law

1. Students who enroll at a KCTCS college enjoy the privilege of attendance at the college, and accept the governance of KCTCS policies, local ordinances, state law, and federal law.

2. Students who enroll at KCTCS accept the responsibility of reviewing and abiding by the rules of conduct described in this Code. Violation of these general rules of conduct may lead to disciplinary action by the College in accordance with this Code.
3. If a student engages in conduct that is in violation of state or federal law as well as this Code, KCTCS reserves the right to refer such conduct to the appropriate law enforcement agency for prosecution in addition to College disciplinary action. Disciplinary action under this Code may proceed regardless of the status of criminal prosecution; action taken under this Code does not constitute or necessarily reflect formal legal processes under law.

## *Section 2: Definitions*

### A. Student

#### **In this Code, the term “student” means:**

1. Any individual who applies for admission at a KCTCS college, is accepted, and has registered for a course(s). Students who withdraw after allegedly violating the KCTCS Code of Student Conduct are still considered a student for purposes of completing the processes outlined in the Code. Once a student registers for classes, they are responsible for associated tuition and fees unless classes are dropped according to the refund schedule; and/or
2. Individuals enrolled at another institution of higher education who are enrolled in classes on a KCTCS campus (depending on the terms governing this arrangement); and/or
3. Student organizations recognized by the College. The organization may be held collectively responsible for violations of this Code if the organization’s leadership consents to or encourages violation of this Code.

### B. Campus

All property (land, buildings, facilities), including adjacent streets and sidewalks, in the possession of, owned, used, or controlled by a KCTCS college. Campus may also extend to mean the platform through which courses are offered online.

## *Section 3: Standards of Conduct*

In order to foster a positive campus community and maintain an optimal learning environment, KCTCS establishes the following behavioral expectations of students:

*Standard 1: Students are expected to adhere to the highest standards of academic honesty and integrity, and support a campus environment that is conducive to learning and scholarship.*

Violations or attempted violations may include, but are not limited to:

1. Cheating, fabrication, plagiarism or facilitating academic dishonesty.
2. Classroom conduct that disrupts or interferes with the learning experience, such as sleeping, horseplay, cell phone use, entering or leaving class while it is in session, unnecessary interruptions, failure to exhibit respect and consideration to faculty, staff, and fellow students during class or class experiences

*Standard 2: KCTCS students are expected to respect and preserve the health, safety, welfare, privacy and rights of all members of the campus community.*

Violations or attempted violations may include, but are not limited to:

1. Physical violence – hitting, pushing, use of a weapon, beating or other such activity resulting in or intended to cause harm.
2. Making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person.
3. Substantial or repeated acts directed as a person or group of people that would cause a reasonable person to feel fearful, including but not limited to:
  - Bullying, defined as repeated and/or severe behavior that is aggressive and likely to intimidate or intentionally hurt, control, or degrade another person physically or mentally.
  - Stalking, defined as engaging in two or more acts directed at a specific person that would cause a reasonable person to fear for the individual's safety or the safety of others, or suffer substantial emotional distress.
  - Hazing, defined as acts likely to cause physical or psychological harm or social exclusion or humiliation.
4. Any form of retaliation towards a complainant or a participant in an investigation or conduct process. Retaliation will not be tolerated.

\*\*Instances of sexual misconduct and sexual harassment are governed by the [KCTCS Sexual Misconduct Procedure](#), which is administered separately from this Code.

*Standard 3: KCTCS Students are expected to respect the property of others, and the property, facilities, resources, and reputation of the College.*

Violations or attempted violations may include, but are not limited to:

1. Illegal or unauthorized possession or use of weapons, including but not limited to: firearms, explosive devices, knives longer than three inches, or any other object used to threaten or cause harm. The full policy is available at [KCTCS Administrative Policies and Procedures, 3.3.23 Policy on Deadly Weapons](#).
2. Making a threat of violence (including verbal, written, or virtual communications) that causes a reasonable expectation of harm to the health or safety of the campus.
3. Behavior that can put physical safety at risk, including but not limited to:
  - Reckless driving
  - Possessing flammable chemicals or fireworks or tampering with smoke detectors
  - Climbing on roofs or buildings
  - Leaving minors unattended on campus.
  - Knowingly putting others at risk of a contagious disease or exposure to infectious materials
4. Misuse, theft, or unauthorized use of College services or property
5. Trespassing or unauthorized access to physical or virtual/cyber property or services of the College.
6. Attending classes without being registered for them, other than with permission of the instructor.
7. Theft of the property of a member of the College community.
8. Intentional destruction of property.
9. Use of recreational or outdoor equipment indoors (such as skateboards and hover boards), or reckless use of equipment outdoors.

10. Having an animal in a campus building other than in accordance with campus policy and ADA laws, such as permissible service animals trained to perform tasks for the benefit of an individual with a disability or illness or animals in the course of being trained as service animals. The full policy is found at KCTCS Administrative Policies and Procedures, 3.3.24 KCTCS Policy on Live Animals on Campus.
11. Unauthorized or irresponsible use of College computer, network, or other technology system resources as described in KCTCS Administrative Policies and Procedures, 4.2.5 Information and Information Technology Responsible Use Policy. KCTCS reserves the right to review and investigate activity of any sort on any machine or technology resource belonging to KCTCS, including reviewing email accounts, documents, hard drives, cloud-based accounts, or any other resource or method of use.

*Standard 4: KCTCS Students are expected to observe the rules, regulations, policies and procedures of the College as well as local, state and federal laws.*

Violations or attempted violations may include, but are not limited to:

1. Prohibiting classroom instruction or learning from occurring
2. Prohibiting College sponsored events from occurring.
3. Infringing the rights of other members of the College community, including violations of policies or procedures pertaining to expressive activity.
4. Leading or inciting others to interrupt scheduled or normal activities within any campus building or area.
5. Obstructing the free flow of pedestrian or vehicular traffic on College property or at a College sponsored or supervised event.
6. Illegal or unauthorized possession, manufacturing, use, or distribution of marijuana, heroin, narcotics, synthetic drugs as determined by KRS Chapter 218A, and any other illegal or controlled substance or look-alike drug except as expressly permitted by law and College policy.
7. Illegal or unauthorized possession, manufacturing, use, or distribution of alcohol, except as expressly permitted by College policy. No person under 21 years of age may possess or consume alcoholic beverages, under any circumstances.
8. Illegal possession or use of prescription medications.
9. Public intoxication, vomiting, or other effects of irresponsible substance consumption
10. Smoking or using tobacco products, including e-cigarettes or any other violation of the College's Smoke-Free campus policy as found in the KCTCS Administrative Policies & Procedures, 3.3.14 KCTCS Tobacco Free Policy.
11. Failure to comply with
  - a. the Code of Student Conduct
  - b. directions or an authorized College representative who is performing his/her duties
  - c. any reasonable guidelines for the use of labs, offices, waiting areas, classrooms, common areas, etc.
  - d. any finding made and disciplinary action taken based on this Code of Student Conduct
  - e. any local, state or federal law

*Section 4: Proceedings*

*Student harassment or Discrimination Grievance procedure*

The Kentucky Community and Technical College System has zero tolerance for illegal discrimination of any kind. Any student who thinks he/she may have been discriminated against or subjected to harassment by

students or employees because of his or her race, color, national origin, sex, sexual orientation, marital status, religion, beliefs, political affiliation, veteran status, age, or disability (including denial of a request for an accommodation), has the right to pursue an informal and/or formal discrimination grievance. The informal student discrimination grievance procedure is described below.

Complaints relating to sexual misconduct should be made to the College Title IX Coordinator or other college administrator. Such complaints shall be handled in accordance with the Sexual Misconduct Procedure.

The Chief Student Affairs Officer (CSAO) or his/her designee shall be responsible for investigating student discrimination grievances. If appropriate, this shall be conducted in collaboration with the college human resources director.

1. If a student thinks that he/she has been discriminated against, the student shall inform the CSAO or his/her designee within thirty (30) calendar days of the occurrence of the alleged incident. The CSAO or his/her designee shall conduct a preliminary investigation of the discrimination grievance.
2. The student, CSAO or his/her designee, and other involved parties shall work informally to negotiate a solution within fourteen (14) calendar days.  
The informal student discrimination grievance procedure shall be completed within forty- four (44) calendar days of the occurrence of the alleged incident.
3. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal pursuant to Section D below.

### ACADEMIC

Students have the ability to file appeals when they believe a violation of their academic rights has occurred.

Students have the academic right to:

- timely receive information about course content and grading criteria
- timely receive information about course grading criteria
- hold and express a contrary opinion
- fair and impartial academic evaluation
- confidentiality of academic records
- informed evaluation of student character and ability

More information about student academic rights may be found in the Student Bill of Rights, particularly #6, 7, 9, 10, 17, 18, 19, and 20.

### ***Grievances Involving Academic Rights of Students***

#### Step 1

If a student encounters a problem in a class and wishes to file a grievance, he/she should first speak with the instructor and try to resolve the issue. If a satisfactory resolution is not achieved, the student should proceed to Step 2 below.

#### Step 2

When a student believes his/her academic rights have been violated, the student shall submit a formal written appeal specifying the alleged violations to the appropriate division chair as soon as possible following the occurrence of the violation. In order to be considered, a student appeal must be filed no later

than five (5) business days after the first class day of the following semester. Appeals received after that will be declared untimely and will not be considered. Upon receipt of the student appeal, the division chair will attempt to resolve the issue. If no resolution is agreed upon by all parties within 15 business days, the division chair will refer the case to the KCTCS College President or designee.

### Step 3

The KCTCS College President or designee will attempt resolution. If no resolution can be agreed upon within 15 business days, the College President or designee must notify the student in writing. The student may choose to move to Step 4 by filing a written request for a hearing on the issue before College Appeals Board.

### Step 4

If the student does not accept the decision of the KCTCS College President or designee, the student has ten (10) business days to submit a written request for a hearing before the College Appeals Board (see Section D). No new matter may be appealed which was not included in the student's original appeal to the division chair.

### ***Discipline for Academic Violations Committed by Students***

Incidents of academic dishonesty and misconduct which occur within the context of a specific course are resolved by the academic department in accordance with the College academic honesty policy. In such a case, the instructor or academic department determines if academic dishonesty or misconduct occurred, and what the academic penalty should be.

Sanctions for a finding of academic dishonesty or misconduct include but are not limited to:

- Requiring the student to resubmit the assignment
- A lower grade on the assignment or in the course;
- A zero for the assignment or exam;
- A failing grade in the course.
- Removal from the course
- Referral for disciplinary actions beyond the above sanctions.

A student who receives an academic penalty as a result of academic dishonesty or misconduct may not withdraw from the course in order to avoid the academic penalty.

### Step 1

Within ten (10) business days of the occurrence or discovery of the occurrence of an alleged student academic offense, the instructor shall submit to the division chair or chief academic officer a written description of the activity that resulted in the accusation of academic dishonesty and the sanction implemented as a result.

### Step 2

The instructor shall notify the student in writing of the academic offense, explain the sanction, and inform the student of his or her right to appeal the fact of guilt and/or severity of the sanction when a failing grade is assigned.

### Step 3

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

### ***Appeals of Academic Violations***

If the student has protested a finding of having committed an academic offense to a faculty member and the sanction has been upheld, the student has further appeal rights described below. (Reference the *Appeals in Cases of Alleged Academic Violation of Student Academic Rights* flowchart in Appendix.)

#### **Step 1**

Students who are not satisfied with the outcome of their protest to the faculty member may submit an appeal to the division chair of the department. 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) business days of notification of the division chair's decision, to the College President or designee.

#### **Step 2**

Upon reviewing the basis of the student appeal, the College President or designee shall attempt to resolve the matter. If no resolution is reached within ten (10) business days, the student may submit a written appeal to the College Appeals Board (CAB). (See section D)

#### **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:

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 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. An appeal of a grade after the class has been completed, a grade change by the CAB will only be for a P grade or a W grade.

### **BEHAVIORAL/NON-ACADEMIC**

#### ***Reporting Violations of the Code***

Any student, faculty or staff member, or visitor to the college may make a report to the Chief Student Affairs Officer (CSAO) of suspected violations of the Code of Student Conduct. A written complaint is not required, but is preferred. Those making reports are generally expected to participate in proceedings related to the report and to provide information during the process.

If the complaint is received more than one term after the incident occurred, the Chief Student Affairs Officer will assess whether or not disciplinary action should still go forward. The assessment will be based on such information as: the nature of the violation, the likelihood of repetition, and the impact upon the



campus community. (Reference the *Appeal of Behavioral/Non-Academic Grievance* flowchart in Appendix.)

### ***Administrative Review and Resolution***

#### **1. Preliminary Review**

Upon receiving a report of an alleged violation of this Code, the CSAO may conduct a preliminary review to determine if there is credible information to proceed with an investigation and/or to formally charge a student with a violation of this Code. During the course of this preliminary review, the CSAO may meet with affected parties and/or witnesses. The CSAO will notify any interviewees of the preliminary nature of the review and that it may result in formal misconduct charges.

- a. **Case Not Pursued**--If the CSAO does not find sufficient evidence that a violation of this Code has occurred, the CSAO will not pursue a formal conduct process. The CSAO will maintain documentation of the receipt of an allegation that is separate from the formal student record. The CSAO will notify the student that the matter has been closed and no further action will be taken
- b. **Informal Response**—If the CSAO finds concerning information that does not rise to the level of a violation of this Code, the College may still take reasonable action, such as requiring a student to meet with a staff member prior to registering for courses, or a verbal or written warning.
- c. **Formal Response**—If there is sufficient credible information that a student has violated this Code, then the CSAO will initiate the conduct process.

#### **2. Interim Measures**

Upon preliminary review, KCTCS reserves the right to enact any interim measures it deems necessary to protect the rights, property, well-being, and personal safety of employees, students, guests, or visitors. Interim measures may be imposed regardless of whether formal disciplinary action is sought or pursued against the Respondent. Such measures may include, but are not limited to:

- referral to counseling services and other resources
- rescheduling of exams or assignments (in conjunction with appropriate faculty)
- no-contact order
- limited access to college facilities or organizations pending resolution of the report
- temporary work reassignment
- temporary class schedule reassignment
- administrative leave during the investigation and resolution
- report of the matter to local law enforcement in the jurisdiction in which the college is located
- KCTCS further reserves the right to apply any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

#### **3. Immediate Temporary Suspension**

- a. A student may be suspended immediately when:

- If, in the judgment of the College President (upon consultation with CSAO and/or the college Behavioral Intervention Team (BIT)), there is reasonable cause to believe the presence of the student poses a serious threat to persons and/or property, or the student has been charged with a crime so serious as to threaten the welfare of the college community, the College President may impose temporary sanctions, including temporary suspension and ban from campus.
- Except in the case of emergency circumstances, the student will be provided an informal opportunity to discuss the matter and possible resolution.
- The student may be temporarily banned from campus if he/she refuses to cease disruptive behavior or conduct in violation of this policy after direct orders from the College President (upon consultation with the CSAO and/or BIT).
- When such suspension is involved, the student must leave campus immediately. Law enforcement will be called if the student refuses to comply, which may lead to more severe consequences, including expulsion.

b. Notice of Right to Appeal

- The College President shall issue a written notice of the immediate temporary suspension and campus ban to the student. This written notice shall include the student's right to appeal the decision to the College Appeals Board (CAB).
- The student may file a written appeal with the College Appeals Board within 30 days. If requested in the written appeal, the CAB shall schedule a hearing of the case within 48 hours, or as soon as practicable. The CAB shall consider the student's academic needs to attend class, use the library, and fulfill other academic commitments.
- The CAB has three options: it may uphold the immediate temporary suspension, it may overturn the decision and return the student to regular status, or enact other remedies and/or sanctions. The alternative remedies/sanctions may be more extensive than the temporary suspension, such as expulsion or other sanctions that are appropriate. The CAB shall communicate its findings to the College President and the Student within three (3) business days of the decision. Should the CAB uphold the immediate temporary suspension, it shall remain in effect until such time as the student proves circumstances have changed and he/she can resume attendance without being a threat to the campus community. The CAB's decision is final except in cases of long term suspension or expulsion that are subject to appeal to the KCTCS Board of Regents.
- If the student's circumstances change, the student may make a written request to the College President for readmission to the college.
- The College President will consult with the CSAO and/or BIT to determine if the student has demonstrated that his/her dangerous or threatening behavior has been remediated.
- The College President may require the student to enter into a behavioral contract that establishes specific terms and limitations for the student's conduct and consequences for failure to abide by those terms as a condition of readmission.

4. Formal Conduct Process

When the CSAO finds sufficient credible information, a formal conduct process will be initiated. The CSAO will present the respondent with formal written notice of the alleged violations of this Code and provide an opportunity for the respondent to make a formal statement to the CSAO, and

to provide any evidence and any witnesses pertinent to the alleged violation. The CSAO shall review the evidence and conduct witness interviews. When the CSAO is satisfied that a full review has been conducted, the CSAO shall notify the respondent in writing of the findings. If the CSAO's investigation shows the respondent has violated this Code, the report of findings shall also notify the respondent of the sanctions imposed. The report of findings shall also provide the respondent with notice of his/her rights to appeal.

The CSAO will seek to resolve the formal conduct process within 60 days of the initial report. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances. In the event that the investigation and resolution exceed this time frame, the CSAO will notify affected parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

#### 5. Appeal of a Code Violation Finding

A student may appeal a code violation finding by submitting a written request for appeal to the College President. The appeal may ask for reconsideration of guilt or innocence and/or the severity of the sanction. Upon receipt of the appeal, the College President shall notify the College Appeals Board of the request for appeal. (Reference the *College Appeal Board (CAB) Appeal Process* flowchart in Appendix.) The College Appeals Board procedures are described in section E below.

### SANCTIONS

Sanctions are designed to protect the College's educational mission, to promote safety and security of the College community, and to deter students from behavior that harms, harasses, or threatens people or property. More than one sanction may be imposed in a case. The following factors are generally considered when determining sanctions for a particular case:

- The nature of the violation(s)
- Prior findings of responsibility and sanction(s)
- Mitigating circumstances surrounding the violation
- The student's motivation(s) for engaging in the behavior
- Impacts of the behavior
- Sanctions which have been imposed in similar cases in the past
- The developmental and educational impact on the student

Standard sanctions are listed below. This list is not exhaustive, and the College is not limited to only this list. Sanctions tailored to the particular violation may be enacted by the College.

1. Reprimand: Official written notice to the student that the behavior is not acceptable at the College and that additional incidents may result in more severe sanctions. This notice exists in the student conduct file and is not reflected on an academic transcript.
2. Disciplinary Probation: A period of time (which may be indefinite) during which a student is under warning that any other violation of College policy may result in suspension. Disciplinary probation may also prohibit a student from participating in certain College activities or programs, as it is considered notice that the student is not in good standing due to behavior. This notice exists in the student conduct file and is not reflected on an academic transcript.
3. Eviction: Forced removal from a classroom or other College property. This notice exists in the student conduct file and is not reflected on an academic transcript.
4. Suspension: A defined period of time during which a student is not permitted to engage in any of the privileges, courses, organizations, events, or activities associated with being a student at the KCTCS College. During the period of suspension, a *Student Dean Hold* service indicator will be placed on the student's PeopleSoft account to prevent enrollment at any other KCTCS college. The *Student Dean Hold* may only be removed by the home college where the service indicator was applied. Once the period of suspension has been completed, the student may request that the *Student Dean Hold* service indicator be removed.
5. Expulsion: Permanent, forced withdrawal from the College as determined by the hearing body.

Suspension or expulsion decisions may be appealed to the KCTCS Board of Regents (KRS 164.370). See Section E(ii) below.

In addition to the standard sanctions above, individualized sanctions may be imposed that are designed to maximize the learning of a specific student. These sanctions take into account the student's learning style and stage of development, as well as the unique factors of a given situation. Multiple individualized sanctions may be imposed, including but not limited to one or more of the following:

1. Reflective Activity: An activity designed to promote reflection by the student about his/her behavior and its impact. Examples can include: writing assignments, interviews, research projects, etc. Completion will be based on fulfilling the objective requirements of the assignment, not on whether the student adopts or expresses a particular perspective or point of view.
2. College/Community Service: Service to the College or community of up to 16 hours to be served within a specified time frame.
3. 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.
4. Counseling Assessment: Student may be referred to an external counseling evaluation. Counseling referrals and any suspension, expulsion, or readmission shall all be consistent with state and federal law and shall include the CSAO and/or the College President's

consultation with Disability Services if appropriate and at all times with the KCTCS Office of General Counsel.

5. Restitution: Payment to a harmed party, such as to repair or replace vandalized property.
6. Meetings with College Resources: Meeting with a College employee or office to learn about resources offered to support students, both on and off campus.

## APPEALS

### i. College Appeals Board

The College Appeals Board (CAB) serves as a hearing body for appeals of violations of academic rights, of findings of academic misconduct, and for non-academic/behavioral the *Code of Student Conduct*.

#### 1. Composition

The Appeals Board shall consist of six members appointed by the College President:

2 full time students

2 full time regular faculty

2 full time regular staff

In addition, 2 student alternates, 1 faculty alternate, and 1 staff alternate shall be appointed. These alternates must meet the same requirements as the regular members.

#### 2. Service on the CAB

- a. Student members and alternates: Each student member must have earned at least 24 semester credit hours at the college, must have had one full academic year of attendance at the college, and must be in good academic standing. The CSAO shall recommend students to the College President for appointment. Appointments shall be for a term of one year.
- b. Faculty and staff members and alternates: Faculty and staff members are elected to staggered three-year terms by the faculty and/or by the College staff. Faculty members cannot be division chairs or deans.
- c. Appeals Board Chair: The chair is elected annually by the Appeals Board members

#### 3. Quorum

A quorum of five members, at least three of whom must be faculty and staff, is required for the conduct of business of the Appeals Board.

#### 4. CAB Review Process

- a. Within five (5) business days of receipt of a request for hearing the CAB will meet to determine if the issue on appeal is properly before the hearing panel. If the CAB decides that the request for a hearing is not properly before the body, the Chair of the CAB will notify the student and the appropriate college officials in writing within three (3) business days, including the reasons for the CAB's decision not to hear the matter.
- b. If the CAB determines that it is proper to consider the appeal, within five (5)

business days the Chair will request statements related to the appeal from the appropriate college officials. Those statements are due for submission to the CAB within five (5) business days. The CAB then has five (5) business days to review the appeal and associated statements and decide by majority vote whether to grant a hearing or to make a decision based on the record provided by each party.

- c. The CAB's decision as to the hearing will be communicated in writing within five (5) business days of the decision to the student and the appropriate college officials. If the CAB does not grant a hearing, the student has no further right to appeal within the system except in cases of suspension and expulsion.
  - d. If the CAB decides to hear the case, it will establish procedures (including a schedule) and notify the student and the appropriate college officials. All parties shall have the opportunity to appear at the hearing and to present oral and written evidence in support of their positions. The CAB may call for further evidence as it deems appropriate. The hearing shall be held, and a final decision made by the CAB within 15 business days after the decision to hear the case. The decision of the CAB is final and the student has no further right to appeal within the system except in cases of suspension or expulsion of a student.
  - e. If the CAB 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 or innocence. If the CAB decides not to hear the case, the student has no further right of appeal within the system except in cases of suspension or expulsion.
  - f. If the CAB hears the case because of an appeal of the severity of the sanction, it shall recommend an appropriate sanction to the appropriate college official(s). If the CAB does not support the sanction, the CAB shall submit its decision and a recommendation of appropriate sanction to the College President or designee who shall consult with the appropriate college official(s) involved to find an appropriate sanction. The final decision is the responsibility of the College President.
- ii. Appeal of Suspension or Expulsion to the KCTCS Board of Regents  
Pursuant to KRS 164.370, students may appeal a sanction of suspension or expulsion to the KCTCS Board of Regents. (Reference *Appeal of Suspension or Expulsion to the KCTCS Board of Regents* flowchart in Appendix.)
1. Before an appeal can be submitted to the Board of Regents, the student must exhaust all available remedies by using all applicable appeal processes in this Code.
  2. The student has 30 calendar days from the completion of the final applicable appeal process to submit an appeal in writing to the KCTCS Board of Regents in care of the KCTCS President.
  3. Upon receipt of an appeal, the KCTCS President shall forward the appeal document to the Office of General Counsel. The Office of General Counsel shall conduct a review of the record related to the suspension or expulsion, and may conduct additional fact finding if warranted. The Office of General Counsel shall prepare a Report of Findings.
  4. The appeal shall be heard by a three-person panel (appointed by the KCTCS President) consisting of the KCTCS Vice President responsible for Student Services, the Chair of the

Education Committee of the KCTCS Board of Regents, and one of the student members of the KCTCS Board of Regents. The panel members shall review the Report of Findings then meet, with the option to use video conferencing, with a representative of the Office of General Counsel to finalize a recommendation, which will be acted upon by the full Board of Regents at the next scheduled meeting.

5. The student shall be notified in writing of the recommendation of the panel and of the date the full Board will take action on the recommendation. Once the Board has taken action, the student will receive written notice of the final decision.

## *Section 5: STUDENT ORGANIZATIONS*

KCTCS recognizes that organized activities serve to augment and improve the educational experience of the members of the College community. 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.

### *A. Types of Organizations*

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

1. Honor, Leadership, and Recognition Societies;
2. Divisional Organizations and Professional Fraternities;
3. Political Organizations;
4. Governmental Organizations; and
5. Specialty Organizations (religious, athletic, military, etc.)

### *B. 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. Only those student organizations officially recognized and registered with the colleges may enjoy the rights and privileges associated with recognition. Student organizations must be registered before they may use College facilities or properties. Unrecognized and unregistered student organizations may use College facilities or properties in the same manner that external or unaffiliated organizations access and use facilities or properties

### *C. Use of KCTCS Facilities*

Student organizations may use KCTCS facilities for sanctioned meetings and events in accordance with KCTCS Administrative Policy and Procedure 3.3.16 Kentucky Community and Technical College System Policy and Procedural Guidelines for the Management and Use of Facilities. Student organizations must request the use of space through the College's published procedures.

#### D. Advisors

Student organizations are required to have two advisors. Advisors must be members of the college faculty or staff. College staff may only serve as advisors if that service is incorporated into their job duties and if their service is in alignment with the policies and procedures of KCTCS Human Resources.

Advisors are chosen by the members of the organization and submitted for approval to the College President or designee for approval. If approval is not granted or advisors leave their position, the President or designee may appoint advisors consistent with KCTCS Human Resources policies and procedures. Advisors are responsible for:

1. Providing support and guidance to the organization in carrying out the purposes of the organization
2. Counseling and advising the officers of the organization as to their powers and responsibilities
3. Attending all meetings of the organization

The College President or designee may make an exception to permit a student organization only one advisor when appropriate or necessary. Registered, recognized student organizations must abide by all policies and procedures relevant to affiliated organizations. Volunteers associated with recognized, registered student organizations shall be used only as the law permits and shall be the responsibility of the student organization, not KCTCS.

Failure to have an approved advisor will result in suspension of college registration and recognition until an approved advisor is in place.

#### E. Conduct Violations by Student Organizations

If a Student Organization fails to abide by any College policy, procedure, or standard, the Student Organization as a whole as well as individual members may face disciplinary action pursuant to this Code.

The following sanctions may be imposed against a Student Organization as a whole for the violation of College conduct regulations or failure to file required financial statements each year. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. Recommendation for charter revocation: An official request to a national office that the local chapter's charter be revoked.
2. Revocation of College registration: Permanent severance of the organization's relationship with the College.
3. Suspension of College registration: Temporary severance of the organization's relationship with the College for a specific period of time. The period of time and any requirements, which must be satisfied prior to re-registration.
4. Probation: Notice that further finding of responsibility for the violation of College conduct regulation(s) as specified in the decision of the hearing officer will likely result in the suspension or revocation of College registration.



5. Reprimand: College disapproval or warning issued to the student organization.
6. Restrictions: Restriction of some or all of the organization's activities or privileges, including the right to recruit new members.
7. Other educational sanctions: Projects, assignments, programs with the effect of educating the organization's members.

Student Organizations are not beings entitled to due process and shall not be entitled to procedures nor shall they have appeal rights equivalent to individual student rights. The right to recognize and register a Student Organization falls within the authority granted to each College President/CEO.

## COMPLIANCE WITH REGULATIONS

Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of race, religion, color, sex/gender, sexual orientation, gender identity or expression, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non- merit based factor.

Compliance with Title IX of the Educational Amendments of 1972, which prohibits sex discrimination, with Title VI of the Civil Rights Act of 1964 is coordinated by the KCTCS Office of General Counsel, 300 North Main Street, Versailles, KY 40383. Each college has a Title IX Coordinator serving the college community.

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 coordinated through the Office of Disability Services at each KCTCS College.

Questions about admissions to any KCTCS College should be directed to the appropriate Admissions Office.

## EXTERNAL ASSISTANCE

External remedies are available for students through the United States Department of Education Office for Civil Rights. For more information, you may contact the Philadelphia Office:

U.S. Department of Education Office for Civil Rights  
Wanamaker Building, Suite 515  
100 Penn Square East  
Philadelphia, PA 19107  
Telephone: 215-656-8541  
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TDD: 215-656-8604  
Email: [OCR\\_Philadelphia@ed.gov](mailto:OCR_Philadelphia@ed.gov)

## Acknowledgments

KCTCS would like to acknowledge the following as resources for the 2016 revisions of this document:

- Student Conduct Administration and Title IX: Gold Standard Practices for Resolutions of Allegations of Sexual Misconduct on College Campuses, White Paper prepared by the Association for Student Conduct Administration, 2014.
- Professional resources and guidance from the Association of Student Conduct Administration (ASCA), the Association for Title IX Administrators (ATIXA), and the NCHERM Group, LLC.
- The Student Codes of Conduct and related procedures from: William Rainey Harper College (IL), Valencia College (FL), Waubonsee Community College (IL), Sinclair Community College (OH), College of Coastal Georgia, Technical System of Georgia, Colorado Community College Online, Rockland Community College (NY); College of the Albemarle (NC) and many other community college examples; Oberlin College; Purdue University; and the University of Iowa.

## College Departments & Services Information

### Academic Development Centers

Gateway CTC provides free academic development services in four Northern KY counties. To those who qualify, assistance is available to help you prepare for the GED, with English as a Second Language (ESL) or reviewing basic skills for enrollment into college. Contact information for the four counties is as follows:

Boone County: 859-442-1695

Grant County: 859-823-1341

Kenton County: 859-442-1166

Owen County: 502-750-3088

Pendleton County: 859-823-1341

Please call the county program to get more information regarding location, hours and specific services

### Admissions/Financial Aid

Please visit Gateway's website ([gateway.kctcs.edu](http://gateway.kctcs.edu)) for current policies.

### Assessment/Placement Testing

ACT, SAT, TABE A (reading and language) or KYOTE (math) scores are used to satisfy the assessment and placement requirement for admission to Gateway. Gateway does offer the TABE A and KYOTE Math tests for potential students who do not have ACT or SAT scores. All testing is done by appointment only and students may call 859-442-4115 to schedule a test session. For those students who feel they may need accommodated testing, please call our Office of Disability Services at 859-442-4120 to discuss the required documentation and testing process.

New students must submit test scores and meet with an academic advisor prior to placement.

Students who have earned a degree or have attended college before may be able to use the transfer credit procedure to fulfill the assessment and placement requirement. Testing may be waived, in part or in whole if a student can show sufficient credit in college writing, reading and math course(s). These courses must be 100-level or higher and from a regionally accredited institution.

Those who complete the GED with honors (scores of 165 or higher in all test areas) will be exempt from assessment/placement testing.

### Books and Supplies

The Barnes & Noble College bookstore at Gateway now **Price Matches textbooks with Amazon and bn.com**. The bookstore offers textbook rentals, digital books, used and new books. Along with *Bargain Books*, reference materials such as dictionaries and an assortment of study aides. The bookstore also, carries school supplies and a variety of Gateway clothing, fashion accessories, coffee and snacks. Awarded financial aid can be used in the bookstore 10 days before classes start and through the first 10 days of class. The bookstore accepts cash, all major credit cards and personal checks.

Gateway's bookstore is conveniently located on the Boone campus at 500 Technology Way. Normal business hours are Monday through Thursday, 8:30 a.m. – 5:00 p.m., and Friday, 9:00 a.m. – 4:00 p.m. The bookstore will be open extended hours during the first week of classes each semester. For updated

hours, special promotions or when to sell back books please visit [www.kctcs.bncollege.com](http://www.kctcs.bncollege.com), or call 859-815-7630.

## Student Accounts

### *Cancellation of Registration for Non-payment*

**Completion of registration constitutes a contractual financial obligation to pay tuition and charges.** Students who have not paid their tuition and charges, arranged for a payment plan, or confirmed financial assistance before the College's required payment date may have their registration cancelled for non-payment.

Students cancelled for non-payment after the last day to enter an organized class may not be reinstated for that session. If in an acute extenuating circumstance, a student cancelled for non-payment is re-enrolled, a \$75 reinstatement charge will be assessed for that session. All tuition and charges must be satisfied at the time of reinstatement.

### *Payment Options*

Gateway makes available a variety of payment options to its students. Tuition and charges may be paid via cash, check, money order, Visa, MasterCard, Discover and American Express. Current students can pay online 24/7 at [mypath.kctcs.edu](http://mypath.kctcs.edu). Click on student self-service and chose account balance. You may pay in full or set up a payment plan with a check or credit card. For further information call us 24/7 at 855-465-2827 or visit the Information Commons located at the Boone, Edgewood and Urban Metro campus.

### *Previous Financial Obligations*

A student will not be permitted to register for classes or receive a transcript if any prior KCTCS financial obligations are unpaid.

### *Refunds*

In order to receive a refund of paid tuition charges, a student must officially withdraw within the tuition refund period specified within this policy. Refunds for sessions different from those listed below are prorated according to the session in relation to the traditional 16-week session. A session is defined as an enrollment period within an academic term. An academic term (fall, spring, or summer) may have a number of sessions running concurrently, e.g. 15, 12, 8 or 5 weeks. The calendar days in a session include all Saturdays and Sundays, but exclude KCTCS-recognized holidays.

### *Refund Options*

KCTCS has partnered with BankMobile Disbursements, a financial services company focused solely on higher education, to process student refund payments. Students are required to choose from one of the following three options for receiving any refunds due them: 1) ACH transfer to a bank account of their choice, 2) Paper check mailed to the student address on file, 3) Refund to a BankMobile Vibe account, an FDIC insured checking account offered by BankMobile Disbursements. For additional information, please visit [www.RefundSelection.com](http://www.RefundSelection.com).

### *Tuition*

Timeframe for Tuition Refunds (from first day of Session):

<b>Session</b>	<b>100 Percent</b>	<b>50 Percent</b>	<b>No Refund</b>
15-week	Within 7 days	8th-29th days	After 29th day
12-week	Within 5 days	6th-22th days	After 23rd day

8-week	Within 4 days	5th-15th days	After 15th day
5-week	Within 3 days	4th-11th days	After 11th day

For specific refund dates, see the academic calendars located at:

<http://gateway.kctcs.edu/education-training/class-schedules/acamdeic-calendar.aspx>

Tuition rates (per credit hour) and charges are determined by the KCTCS Board of Regents, and can be found at:

<https://gateway.kctcs.edu/affording-college/tuition-costs/index.aspx>

For questions regarding residency status and guidelines, please see the web site:

[gateway.kctcs.edu](http://gateway.kctcs.edu) and click on Admissions / Start your application / Forms / Residency Status Info.

All tuition payments are due seven (7) calendar days before the semester begins or at the time of registration if the semester has already begun unless your financial aid has been awarded. A \$75.00 late fee may be assessed if financial obligation is not met before the semester start. Twelve (12) credit hours per semester is considered full time enrollment.

Tuition/charges are subject to change without prior notice. Schedule changes that result in additional tuition and charges after the first day of the semester must be paid upon change. Tuition is charged per credit hour, the basic unit of measure for college credit. For example, many classes offer three semester hours of college credit. Each credential has a specific number of credit hours required for completion. Specific requirements for credentials are listed under Education & Training, then Find your Program at the Gateway website, [gateway.kctcs.edu](http://gateway.kctcs.edu).

There is no credit-hour cap on tuition. To determine the tuition for a specific class load, multiply the number of credit hours by the tuition rate (in state, bordering counties, or out of state). The formula to calculate the tuition cost for a semester is: **Tuition rate x number of credit hours = tuition cost per semester.**

Request and completion of registration constitutes a contractual financial obligation to pay tuition and charges. Any financial assistance received will be applied against billed charges. Students are responsible for all outstanding **debt** with the College. A state collection agency may pursue past due accounts, which **would** result in collection costs.

#### *KCTCS BuildSmart Fee*

There is a mandatory student fee of \$8.00 per credit hour for resident and nonresident, contiguous counties and other. This fee supports the KCTCS BuildSmart, Investment for Kentucky Competiveness. The BuildSmart Investment for KY Competiveness is about building a skilled, educated workforce to ensure our state thrives in both today's and tomorrow's economy. It is a public-private partnership to provide funding for the top capital project at each Kentucky Community and Technical College (KCTCS) college.

#### *Security Charge*

The Kentucky Community and Technical College System Board of Regents, which determines tuition and charges, has approved a security charge of \$40 per semester for on-campus students. The charge **does not apply** to the following students: Fire Rescue (off campus), Workforce Development (off campus), KRS Mandated State Waiver students, KCTCS Faculty/Staff, KCTCS Spouse/Dependent, On-line only students. The charge is collected at the same time as tuition; financial aid can be used to pay the charge.

Gateway uses funds from the charge to employ full-time security guards and security cameras at each campus, a full-time security director, provide security and emergency management training to faculty and staff, and provide safety information to students.

## Bus Service

### *U-Pass Program*

Gateway and the Transit Authority of Northern Kentucky (TANK) have partnered to establish the U-Pass program, which provides free transportation to students and faculty/staff at Gateway. The U-Pass program includes all TANK routes, including the Southbank Shuttle, and riding is unlimited. There is no form to fill out, and no paperwork to sign. Just **show your valid Gateway photo ID to the driver upon boarding and ride any route in the TANK system for free.** The program is not exclusive. You can ride TANK to work, to class, to the movies or a Reds game...all free by showing your ID card. Go to [www.tankbus.org](http://www.tankbus.org) to see the complete list of TANK routes and times. You can also call 859-331-TANK to speak with a TANK representative.

## Center for Online Learning

### *Online Learning at Gateway*

Gateway Online Learning options provide you with alternatives to traditional courses taught in an on-campus classroom setting. Online courses are fully accredited and transferable, fulfill many program degree requirements, cover the same learning objectives, and are offered in 5, 8, 10, 12, and 16-week options. You register for online courses in the same manner as our other courses. Online courses are always available (24/7/365) and Gateway Online Courses do not mandate that students visit the campus for anything.

## Registration

For timely registration, students should enroll in online courses through their assigned advisor.

To use Blackboard, students will login to the course through the Blackboard teaching/learning portal <http://elearning.kctcs.edu> and use the same user name and password they use to access their KCTCS email and Student Self-Service accounts.

Our Center for eLearning is available to assist you with technical support, questions, training and anything related to online courses.

Email: [gateway.elearning@kctcs.edu](mailto:gateway.elearning@kctcs.edu)

Phone: 859-815-7780

## Continuing Education Courses

Through customized courses and open enrollment classes, Workforce Solutions offers a variety of opportunities for continuing education. These courses are designed to develop new skills or enhance existing skills, as well as to maintain professional certification and licensure. Continuing education courses do not fulfill certificate, diploma, or degree requirements. For additional information, please call (859) 442-1130 or visit the website at [gateway.kctcs.edu/workforce-solutions](http://gateway.kctcs.edu/workforce-solutions).

## Counseling, Career and Resource Services

*Career Counseling:* Career Services- The Career Service Center offers a range of services, from knowing, understanding and comprehending the need to have a direct career pathway to career-readiness opportunities. These services are available to all students and include career counseling, resume consultations, [career assessment](#), and [interviewing consultations](#). For more information, please contact Career Services at (859)442-1609. Also, you can visit our Gateway website for further information. <https://gateway.kctcs.edu/about/student-life/career-services/index.aspx>

*Personal Counseling:* Gateway offers short-term, counseling services to all enrolled students. The Counseling and Intervention Services Department provides individual counseling, support groups, and resources. Resources are provided for topics such as parenting, addictions, self-esteem, domestic violence, stress, etc. Students presenting with problems of a personal, emotional, or social nature may take advantage of these services. Students seek services on a voluntary basis. Services can be accessed by contacting the counseling department directly or students can be referred through the Starfish system. Services may also include suggested referrals to local resources. For more information, contact Counseling Services at 859-815-7699. For After Hours Emotional Crisis: Contact NorthKey Community Care 859-331-3292. Also, you can visit our Gateway website for further information. <https://gateway.kctcs.edu/current-students/student-resources/counseling/index.aspx>

*Student Resources:* During your college experience, you may face academic, financial, work, and family challenges that may distract your academic progress. At Gateway, we are prepared to help you secure resources to meet your needs and to help you complete your educational goals. For more information, contact Student Resource Services at 859-815-7258. Please visit our Gateway website for further information about local resources. <https://gateway.kctcs.edu/current-students/student-resources/all-resources/index.aspx>

*Peer Mentor Program:* Gateway's Peer Mentors keep it R.E.A.L by providing, Resources, Empowerment, Advocacy and Leadership. Peer Mentors have a wide variety of resources at their fingertips that they can share with their mentees. Examples of those resources include: how to apply for SNAP benefits, housing applications, scholarship information, and workshops. Peer Mentors empower their mentees by encouraging their success, help mentees find their passion, actively listen, be the mentees' biggest supporter, and be patient, kind, and respectful. Peer Mentors advocate for their Mentees by attending community partner meetings, and acting as the voice of the mentee and the REAL Mentoring Program when needed. Peer Mentors lead workshops, facilitate small groups, and are a positive influence to both their mentees and in the community.

A mentor is not a crutch, a professor, or a parent. A mentor is a listener, a cheerleader, and a friend. As a mentor, you will have the chance to share your knowledge and form a bond with students. You will be just one more thing that keeps them connected to school and on their chosen path. For more information, contact our peer mentors at 859-815-7258. Please feel free to visit our Gateway website: <https://gateway.kctcs.edu/current-students/student-resources/peer-mentoring.aspx>

## Disability Services

Disability Services coordinates and administers services and accommodations for Gateway Community & Technical College students with documented disabilities. Disability Services partners with students, faculty, and staff to create partnerships to remove barriers to promote equal access for students with disabilities. Equal access is provided through appropriate academic adjustments and auxiliary aids, also known as reasonable accommodations. Accommodations are based on the limitations or barriers caused by the student's disability and are determined on a case-by-case basis.

Requests for disability services are made separately from your admission to Gateway. In order to request services:

- Complete Gateway admission process and register for classes.
- Provide documentation to the Disability Services office.

Documentation proves you have a disability. Documentation must show the limitations caused by your disability or disabilities. A professional qualified to make the diagnosis creates the documentation of a disability. Please visit the Disability Services web page for more information.

<https://gateway.kctcs.edu/about/student-life/accessibility-services/>

- Contact Disability Services to schedule an appointment by calling 859-442-4120 or by email at gw-disabilityservice@kctcs.edu.

Contact Disability Services at the beginning of the term or as soon as you know that you will need accommodations. Some accommodations may take longer to arrange than others. Feel free to contact the office with any questions.

### Gateway Early College Opportunities (Dual Enrollment/Dual Credit) *Formally the Gateway Regional Academy*

The Gateway Early College Opportunities program offers area high school students the ability to gain college credit and experience on a college campus while finishing their high school careers. Students can earn college credit at a discounted rate if taking the courses as dual credit. The Director of this program is Shelby Krentz, [shelby.krentz@kctcs.edu](mailto:shelby.krentz@kctcs.edu). Chris Stout [chris.stout@kctcs.edu](mailto:chris.stout@kctcs.edu) and Bethany Foxx [Bethany.foxx@kctcs.edu](mailto:Bethany.foxx@kctcs.edu) are advisors within the program.

To enroll and obtain credit in a dual credit course, all dual credit students must:

- Be a secondary school junior or senior. Exceptions may be considered for freshman and sophomore secondary school students if recommended by the high school and approved by the Chief Academic Officer at one of the KCTCS colleges.
- Complete Gateway admissions application online and a dual credit form for in the course(s) in which the student wishes to receive dual credit.
- Submit a signed Parent/Guardian Signature page to Gateway and Include copies of any assessment scores that can be used for placement into classes (ACT/SAT/Compass/KYOTE)
- Request an up-to-date unofficial high school transcript to be sent to Gateway
- Be eligible to enroll in the course, meeting all course prerequisites, entrance requirements, etc.
- Abide by requirements outlined in the course syllabus, including but not limited to the completion of assignments, projects, and final examinations.

More information about the program and state scholarship can be found on the website at [gateway.kctcs.edu/admissions/request-information/early-college.aspx](http://gateway.kctcs.edu/admissions/request-information/early-college.aspx)

### Information Commons

The Information Commons is a place for students, staff, and faculty to seek assistance in a number of areas at each of our three campus locations. It's also an area technologically equipped to encourage collaboration as well as individual study. Services provided at the Information Commons include: Admissions, Advising, Blackboard help, Placement test scheduling, Counseling, Disability Services, Financial Aid, Library, Student Accounts, Tech Support, Transfer, and Tutoring. It's a one-stop shop intended to streamline Gateway's services and provide common areas for support and collegiality.



Gateway ID cards; ID cards can be obtained during the Information Commons hours at the Boone, Edgewood and Urban Metro Campus. ID's are issued beginning in the two week period prior to the start of a session in which the student is enrolled. Staff will check the student's current schedule and student ID number. There is no cost for the initial student ID. Renewal IDs are issued in August of each year. If you need a replacement card due to loss, there is a \$10 fee. Defective ID cards are replaced free of charge.

*Pay-to-Print Accounts:* Students are provided with a Computer Printing Account with a balance of \$10.00, at the beginning of each semester. Students may add money to their accounts at any time with a credit card or with cash at the Information Commons desk on each campus. This account only applies to printing on campus.

*Internet:* Internet access is available at each campus. Please see an Information Commons staff member if you need assistance with the Internet.

*Wi-Fi:* Wi-Fi access is available at each campus for those who have laptops with wireless capability. All those on campus using technology must comply with the Gateway CTC Computer Usage Policy as well as the KCTCS Internet/E-mail Policies. You may view the policies in the Student Handbook online at [gateway.kctcs.edu/Current-Students](http://gateway.kctcs.edu/Current-Students).

#### Insurance

*Health Insurance:* Gateway does not offer health insurance to students.

*Professional Liability Insurance:* If a student is registered for a health-related and/or other course that requires hands-on outside experience, enrollment in liability insurance is automatic, and will be added to the tuition bill.

#### Library & Information Services

The Gateway Community College Library supports the learning process for its students, the research and teaching of faculty and staff, and the intellectual and cultural lives of the community. The Library is part of the total teaching and learning process, providing information access and services to support the educational and enrichment goals of all students.

The Library provides information resources in traditional and electronic formats. Students, faculty and staff have access to a variety of on-line databases, electronic books, journal databases and traditional media, including reference books, program-specific collections and magazines. Access to the digital and print collections at libraries is available through the Kentucky Virtual Library and South West Ohio and Neighboring Libraries (SWON) consortium. For a list of those libraries, visit [http://swonlibraries.org/?page=supporting\\_members](http://swonlibraries.org/?page=supporting_members).

#### *Services Available*

*Off-campus access:* Gateway electronic resources (databases) may be accessed off site by using your college login and password.

*Embedded Librarians:* Distance Learning students have access to their own librarian in their courses with a research component. The librarian will post important, timely announcements and research help and is available to answer questions.

*LibGuides:* These guides are accessible through the library's website and are specific to courses offered at Gateway. They have specific content to help support a student's journey through a particular course.

*Tutorials:* Library videos are designed to give students, faculty and staff a quick glimpse into how to use the library's resources, avoid plagiarism, search smarter and much more. They are accessible from the library's website.

*Interlibrary Loan:* Gateway students and faculty/staff may use the Interlibrary Loan (ILL) service at our partner library, the Kenton County Public Library, to borrow books or audio visual materials not owned by Gateway.

*Contact Us:* Information and reference assistance is available in person at any of the three Information Commons desks located at each campus, via e-mail, an online chat service during library operating hours, or by phone 859-441-4500. Further information about the Library and its services, as well as contact information can be obtained by viewing our website at <https://gateway.kctcs.edu/current-students/student-resources/library/>

## Lost and Found

The contact point for any lost and found items is the security officer's desk at each campus. Items will only be kept for a period of 30 days, then will be discarded, donated, or converted for use for college purposes.

## Marketing and Communications

### *External Release of Information via Print or Online*

Any release of Gateway-related information by an individual or jointly with a business or community partner, to any member of the news media must be coordinated with the Marketing & Communications Department, (859) 442-1172. All inquiries from any member of the news media must be referred to Marketing & Communications before the question is answered. Although faculty, staff and students may speak with the media, they do not speak FOR the college unless designated by the president or Marketing & Communications Department staff. Any interviews given by someone who is not a designated spokesperson must include a disclaimer that the interviewee is NOT speaking on behalf of the college.

Access to classrooms and offices is NOT allowed without PRIOR permission from the college.

All requests to use the Gateway logo or name in a publication (flyer, poster, brochure, academic journal, etc.) must be approved by the Marketing & Communications Department. Any person or group who wants to use the logo or name of the college in connection with advertising must obtain permission from the Marketing & Communications Department.

All internally produced marketing materials must adhere to Gateway/KCTCS graphic and editorial standards. Student-generated work produced as part of standard course requirements for college credit, but not disseminated to the public, is exempt from the policy. For information about graphic and editorial standards, contact the Marketing & Communications Department or go to [gateway.kctcs.edu/brand-guide](https://gateway.kctcs.edu/brand-guide). All printing projects that will be circulated to the public must be submitted to the Marketing & Communications Department for review and approval PRIOR to printing. Student-submitted materials must conform to the college's graphic and editorial standards and must be pre-approved by the organization's adviser prior to submission.

All requests for websites or social media groups/pages using the Gateway name must be coordinated by the Marketing & Communications Department.

### *Social Media Policy*

Online social media enables college students to share insights, express their opinions and communicate information through online conversations. We expect all students who participate in social media on behalf of KCTCS and/or Gateway to follow these guidelines. Currently these guidelines include the following social media:

- Social media and social networking tools (both official KCTCS social media and social media external to KCTCS), such as Facebook, Instagram, Twitter, LinkedIn, YouTube and any additional social media and social networking tools as they become available.
- Blackboard Learn social learning tools for connecting and collaborating with others in courses at your school and at other schools with Blackboard Learn.
- Blogs (both official college-side KCTCS blogs and blogs external to KCTCS).
- Wikis, such as Wikipedia and any other site, where text can be posted.
- Virtual worlds.

Students should remember the following guidelines when communicating through social media:

- Assume anything you post is or will become public and that your post may remain on the web and accessible to family, friends, college admission committees and employers far into the future
- Posting personal identifying information, such as your home address, current location, phone number, birth date or Social Security number may lead to the theft of your identify or other criminal activity
- Disclosing out-of-town travel or other information may allow someone with a criminal intent to know your locations or plans
- Using KCTCS/Gateway logos or trade names without PRIOR written permission of the college is prohibited
- Limiting social media posts during a crisis helps to reduce rumors and the circulation of unconfirmed information
- Interacting with each other in a respectful and meaningful way is encouraged
- KCTCS and its colleges are not responsible for comments or wall postings made by visitors to its official social media channels, and KCTCS and the colleges reserve the right, at their sole discretion, to screen and remove any content they deem inappropriate, including:
  - Any content that harasses, abuses, threatens, or in any other way violates the rights of others
  - Any content that violates the Terms of Services and/or policies set forth by the social media channel being used
  - Any posts containing links
  - Any posts containing commercial content whose primary purpose is to sell a product, a service, or other such practices

Please be aware that violation of these guidelines may result in disciplinary action.

### *Bulletin Board Policy*

Gateway Community & Technical College is an open environment that embraces diversity of ideas and people. We welcome diverse messages and messengers, provided they do not disrupt the operation of the campus business, do not result in violence or threats of violence, do not violate the law, and do not create unreasonable safety risks. We strive to maintain an environment at Gateway in which students, faculty, staff, and our community stakeholders can transform lives for a better Kentucky.

Posters, flyers, and similar items may be posted on Gateway's designated bulletin boards on each campus. These materials may not be posted on any other surface at any Gateway facility. Materials found outside the designated bulletin boards will be removed. Flyers may not contain nor advocate violence or any illegal activity. Bulletin boards will be maintained, and items will be removed monthly.

Any fliers, posters, or other materials created by Gateway marketing for official Gateway programs or departments are exempt from the removal schedule but may be removed by the program sponsor, the relevant department representative, or the marketing department.

### Ready to Work

Through Ready to Work (RTW), parents attending Gateway may be eligible to receive individualized services that help support their family/school/work balance including counseling, advising, and career development. Our main goal is to support and encourage students from enrollment to graduation. Students in RTW could also be eligible for transportation funds, childcare, and flexible work-study employment.

### SNAP: Safety Notification Alert Process

KCTCS and Gateway have implemented the Safety Notification Alert Process (SNAP) as a means to enhance campus security. SNAP is a communications system that will send messages to student email addresses and personal cell phones via voicemail and/or text message.

In case of a threat to campus security, SNAP messages will also be sent automatically to all campus-connected phones and all college owned student computers. The alert will appear automatically on campus computer screens, along with an audible message if the computer is logged on and the speakers if the computer speakers are turned on. (Screen savers may prevent the visual alert on campus computer screens but the audio alert will sound if speakers are on.) The alert also will be broadcast audibly on campus phones and via loudspeakers if the campus has them. If a phone is in use, the alert will interrupt the conversation. The phone alert will repeat until all devices have received the message.

If a SNAP alert is issued, you need to take immediate action as indicated by the alert.

All new students are automatically enrolled into the SNAP system with their KCTCS email account and any phone number provided by them on their registration paperwork. The SNAP process will be used for campus closings/delays due to inclement weather and true emergencies that could affect your safety and security and once per semester to test the integrity of the system. You will not receive "junk" messages on your cell phone. Go to <http://kctcs.edu/snap> to edit your account. You will be asked to log in

### Student E-mail

**Gateway recommends that all students check their student e-mail accounts at least once every day.** Computer access is available at every Gateway campus and most public libraries. Since e-mail is provided through the internet, any computer anywhere with online access can be used to check e-mail. Mass e-mail to all students is reserved for SNAP Urgent Safety Alerts and Priority Bulletins containing information that could affect your performance as a student or ability to graduate. The Vice President of Student Development approves all Priority Bulletins. Other important news and campus announcements will be communicated by bulletin boards, Blackboard and the web.

Failure to routinely monitor your e-mail account will cause you to miss important announcements, opportunities and deadlines. Regularly checking your account will enable you to file messages you need to keep, discard messages that are no longer needed and search for messages you may need to reread. **Please note that when you delete a message, you must also delete it from the “Deleted Items” folder.** An overloaded “Deleted Items” folder can cause the capacity of your account to fill up. **When your mailbox is full, new messages cannot be delivered.**

**Caution:** Do not share your login and password with others because you will be providing them access to all of your personal information; such as grades, schedules, account and financial information. We strongly encourage you to reset your password. Gateway assumes no responsibility of privacy protection if login and passwords are shared.

How to access your KCTCS e-mail account:

- Find your **student ID/ Empl ID**

It is a nine-digit number that begins with “001” and may be found on either your schedule or tuition invoice. Your student ID may also be referred to as your Empl ID.

- Go to the **Gateway website** <http://gateway.kctcs.edu/>

- Click on **“Current Students” (top left side of page)**

- Click **User Account Center**

- Enter your **Birth Date, your 9 digit student ID number, and either your Social Security Number or personal email address**

- Click on **“Create/Update my user profile”**

- Your name should then appear on the screen. Select **“yes”** if it is correct.

- **Create and Answer your Identity Verification Question**

- Click on **Set Password**

- Verify you **Last Name and Student ID #**

- Click on **Sign In**

- **Set your password.** It must be at least 8 characters long NOT containing your name or user name **BUT DOES** contain at least 3 of the following:

- ❖ UPPER CASE (ABC...)

- ❖ lower case (abc...)

- ❖ number (12345...)

- ❖ symbol (!@#\$%...)

- Click on **Set Password**

**NOTE: You must remember to keep your ‘sent’ and ‘deleted’ folders emptied.** Otherwise, your mailbox will fill up, and incoming and outgoing messages will not be delivered.

## Student IDs

Gateway students can be issued a student ID once acceptable tuition arrangements have been completed. Student IDs will be created at the Boone, Edgewood and Urban campus libraries during times posted in each area and on the Gateway website. There is no charge for the initial ID; however, there is a \$10 charge for each replacement ID. Students must have their student ID number with them to be issued a student ID. It is a nine-digit number that begins with either “001 or 002” and may be found on either your schedule or tuition invoice.

## Student Phones

Student accessible phones are located at each campus (see below for locations). In order to use the phone, you must dial 9 to get an outside line and then dial the number. The phones are restricted to local calls ONLY and will not make long distance calls.

Edgewood Campus – SSC Atrium near the vending machines

Boone Campus – CAM building on the 0 (ground) level near the Library and vending area

## Student Printing and Copying

Each student will receive \$10 in complimentary printing/copying per semester. Any balance at the end of the semester will be forfeited. If additional prints/copies are needed, the student will be able to purchase them at a cost of 10¢ a page for black and white or 25¢ for color. To purchase via credit/ debit card click on your papercut dialog box/sign in using your gateway log ii credentials/ details / add print. To purchase additional printing with cash (**exact change only**) visit any of the information commons area located at your campus. No refunds will be issued on any remaining unused balance.

## Student Success & Retention

Gateway believes that every student counts! We care about our students and want them to SUCCEED; therefore, student success and retention are important to us! Our goal is to improve students' academic and social integration, so that students have the opportunity to enhance the quality of their college experience. Gateway strives to educate the “whole” student from start to finish and beyond.

- Academic Support/Tutoring
- Admission
- Advising
- Career Services
- Community Resource Referrals
- Counseling
- Disability Services
- Early Alert
- Federal Work Study
- Financial Aid and Literacy
- Gateway Regional Academy
- Gateway2NKU
- Gateway2TMU
- Orientation
- Peer Mentoring
- Ready to Work
- Registrar/Records
- Starfish
- Student Accounts
- Student Engagement
- Student Organizations
- Transfer Services
- Trio Project Aspire
- Veteran's Services

## *Starfish*

Starfish is an online retention tool that is accessed through Blackboard that helps Gateway make a difference in students' success, retention and completion. It helps students stay connected and on track.

- Students use Starfish to easily communicate and schedule appointments with their advisors, instructors, and campus support services, contact campus resources, and receive praise or concerns from their instructors and advisor.
- Instructors, advisors and staff use Starfish to alert campus departments if a student is showing signs of dis-stress and needs some additional support, and giving students feedback of progress.

For more information visit our website: <https://gateway.kctcs.edu/current-students/academic-resources/starfish-retention-tool.aspx>

## TRIO-Project ASPIRE

TRIO-Project ASPIRE (Academic Support Program to Increase Retention in Education) is a student support program designed to promote academic growth and support ongoing success through personalized services. Our program effectiveness is demonstrated in the fact that TRIO participants have a history of graduating at a higher rate (59.72% for 2016-2017 academic term) than the overall Gateway student population. TRIO-Project ASPIRE is funded through a federal TRIO grant through the US Department of Ed. Students may qualify for our program if you are a first-generation college student, meaning neither of your parents completed a bachelor degree, are low income as determined by federal income guidelines (Pell grant eligibility is a good indicator that you may qualify), and/or a federally recognized disability.

### Why apply?

- Personalized support in areas of academics/advising, class selection, career planning, and non-academic resources
- Access to FREE 24/7 online with Tutor.com
- Financial aid information/FAFSA assistance
- Personal budgeting and money management skills
- Help with the transfer process to complete your bachelor degree – visits to 4 year institutions
- Flexibility---you determine how much you participate in the program; there is no specific time commitment
- Opportunities for student engagement—cultural/historical trips, workshops, and other opportunities!

The TRIO-Project ASPIRE's staff is dedicated to understanding your goals and identifying your academic strengths so we can develop a personal plan to help you achieve success at Gateway and beyond. All services, trips, and events are **FREE** to participants. For more information and to apply contact us at [gw-trioprotectaspire@kctcs.edu](mailto:gw-trioprotectaspire@kctcs.edu) or visit us in Edgewood, E211

### Student Work Experience (**Cooperative Education, Internship, Externship, Practicum**)

Gateway offers cooperative education which is a planned and evaluated work experience related to the student's educational objective. The student receives academic credit for co-op experiences. Internships, externships, practicums and clinicals (not all clinicals are under the Student Work Experience) follow the same guidelines but the student does not receive compensation. For information, please visit the Gateway website.

### The Center for Academic Success: Tutoring & Learning Assistance

The Center for Academic Success provides free tutoring services for currently enrolled Gateway Community & Technical College and any other KCTCS schools' students. A tutoring schedule is posted on Gateway's website at the beginning of each semester as well as posted in strategic places around the college, always including the ICs. We provide walk-in/open lab sessions and individual tutoring appointments that cover a wide variety of course subjects. Our tutors are here to help you achieve your best! The objective for each tutor is to guide you through course material you find challenging, helping you learn how to study and prepare your assignments. Tutors provide academic support in courses they have experience in and have been recommended by a faculty member to provide this important service. Each tutor participates in ongoing training and is supported by the Coordinator of Retention for Academic Support. You can get more information about tutoring services and other academic resources by emailing us at [gw-cas@kctcs.edu](mailto:gw-cas@kctcs.edu) or

clicking on the Tutoring link under current students->Academic Resources on Gateway's website. Information about individual tutors and appointments for tutoring sessions can be made through Starfish under each tutor's page. Look for the Gateway-Tutoring link in your Starfish Success Network.

### Transfer Services

Transfer Services provides information for students interested in pursuing a four-year degree after completing an associate degree at Gateway. Information is available about transfer programs at colleges and universities around the region and around the country, including entirely online programs. Students can receive guidance on how credits transfer, scholarship information, course equivalencies, pathways towards bachelor's degree completion, and how to set up a transfer success plan. Transfer Services is the main point of contact for transfer programs and initiatives such as Gateway2NKU with Northern Kentucky University and Gateway2TMU with Thomas More University.

Students can inquire for information at any Information Commons desk or can make appointments with a transfer advisor by emailing [gw-transfer@kctcs.edu](mailto:gw-transfer@kctcs.edu), by calling [859-815-7681](tel:859-815-7681), or through the Starfish student success portal.

### Voter Registration Information

Students are presented with the opportunity to access voter registration information 4-6 weeks prior to an election at designated locations on Gateway campuses.



## Student Awards and Organizations

### Dean's List

The Dean's List recognizes the academic excellence of students according to the KCTCS Rules of Senate for the fall semester, spring semester and summer term.

For the Fall and Spring semesters, a Gateway full-time student must earn at least a 3.5 grade point average (GPA) and successfully complete 12 hours or more of course work numbered 100 or above for the academic term being recognized.

A Gateway part-time student must complete 3 to 11 credits of course work numbered 100 and above for the academic term being recognized and earn a cumulative 3.5 GPA after successfully completing a cumulative total of at least 15 KCTCS semester credits of course work numbered 100 and above.

For the summer semester, a Gateway student must earn at least a 3.5 GPA after successfully completing 6 hours or more of course work numbered 100 or above for the academic term being recognized.

Please note that the above KCTCS Senate Rules criteria replaces the misprint in the student catalog.

A congratulatory letter will be sent by mid-term of the subsequent semester, in the form of an email, from the President of the college regarding the achievement of making the Dean's List. As a memento of the celebration, certificates will only be given to students who attend the Dean's List Celebration.

### Night of Excellence

Gateway recognizes outstanding student achievement during the Night of Excellence awards convocation. It is held each spring prior to Commencement. Students are nominated by faculty and staff. Recognition is based primarily on academic and technical excellence, leadership, and service to the community, college or fellow students. Students' families are invited to attend. For additional information, check with your program advisor.

## Student *Organizations*

At Gateway, you'll find plenty of opportunities to get involved, get inspired and have fun outside of the classroom.

Explore your passions, try something new, meet a whole new group of friends. Gateway offers [a wide variety of clubs and organizations](#), from academic clubs to sports teams to music groups, so you're sure to find something that sparks your interests.

### *Student Activities Board (SAB)*

The goal of the Student Activities Board, also known as Student Government Association (SGA), is to create knowledge, interest and participation in college affairs among students. SAB is made up of students elected by the students to represent and serve the entire student body. SAB is an integral part of Student Activities in that they support many programs including: Welcome Back Week, Gateway's Got Talent, Summerfest, Constitution Day, and many other education, social and cultural events. The Student Activities Board is

always striving to incorporate new activities and events within our traditional event calendar. If you are interested in becoming involved contact: Ashley Chambless ([ashley.chambelss@kctcs.edu](mailto:ashley.chambelss@kctcs.edu)) or 859-442-1111

### *Arts & Culture Club*

Are you looking for a club to enhance your resume and college experience? We welcome you to join our Arts & Culture Club! Our club hosts 2-3 events each year. We have two meetings in the spring and two in the fall. Our club is fun with minimal obligations. In short, you can earn extra credit, have fun, and enhance your resume with leadership and volunteer experience.

The Arts & Culture Club aims to achieve three central goals:

- To provide students with opportunities to participate in fun, cultural enrichment activities to enhance their college experience
- To promote social events for students to meet other students and make friends
- To provide students with leadership and volunteer opportunities to enhance their resume

Join today to invest in your success, achieve your goals, make new friends, and most importantly have fun! To join contact the Arts & Culture Club faculty advisor Audrey Ostendorf ([Audrey.ostendorf@kctcs.edu](mailto:Audrey.ostendorf@kctcs.edu)) or 859-815-7253

### *Cyber Defense Team*

Attack-Defend and build your security skills while gaining real world experience.

Gateway Computer Information Technology (CIT) Cyber Defense Team is a group of students who are interested in Computer Security, Networking and Programming. Cyber security is a high priority in the world today and this team is one step towards getting career-ready for these current needs.

The team is highly motivated on tackling down current cyber security challenges. In fall and spring semesters, they participate in cyber defense competitions including:

- Capture the Flag (CTF) events where students have to solve problems (Jeopardy-style) related to current information security threats
- Penetration Testing where they build business network infrastructure and use “red” and “blue” teams to attack systems that are managed by blue teams in “attacker-defender” scenarios

Being on the team will help you develop collaborative skills and analytical and problem-solving skills. The experience provides the team with the opportunity to test the skills learned in the classroom in a real-world environment. Most cyber defense competitions have valuable nationally recognizable certificates to prove the team’s achievement. In Fall 2017, the team competed in the [National Cyber League](#) competition and placed 81<sup>st</sup> out of 282 teams and received recognition for their hard work.

If you would like to become the next Cyber Security Expert in the Gateway Cyber Defense Team, please let us know. Students meet every Friday as a team to practice. No prior experience is necessary. Contact Deep Ramanayake ([deep.ramanayake@kctcs.edu](mailto:deep.ramanayake@kctcs.edu)) 859-442-4156

### *Gender & Sexuality Alliance of Gateway*

The goal of the Gender & Sexuality Alliance of Gateway (GSAG) is to create an on-campus identity for LGBTQ students and allies. We raise awareness of events, projects, issues, and resources that affect the LGBTQ. We also try to connect with the community outside of Gateway. That all sounds a bit fancy, right? Really, we just want to be a fun group where people can feel free to be themselves, get to know others, and have a fun time!

We're so excited about Gateway's support for LGBTQ students and allies! Please don't hesitate to contact the GSAG staff advisor, Anita Adkins at [anita.adkins@kctcs.edu](mailto:anita.adkins@kctcs.edu).

### *Gateway Speech Team*

This group is designed to provide students the opportunity to hone their public speaking, debate and presentation skills through on-campus tournaments and regional competitions. Contact: Randy DeBerry ([john.deberry@kctcs.edu](mailto:john.deberry@kctcs.edu)) or 859-442-1707

### *Phi Theta Kappa*

The purpose of Beta Pi Tau Chapter of Phi Theta Kappa at Gateway shall be the promotion of scholarship, the development of leadership and service and the cultivation of fellowship among qualified students of this college. Contact: Courtney Burch ([courtney.burch@kctcs.edu](mailto:courtney.burch@kctcs.edu)) or 859-442-1709

### *Psychology Club*

The Gateway Psychology Club aims to gather Psychology enthusiasts in order to pass along knowledge of the field of Psychology, while generating friendships and connections within the department and community. We discuss possible career paths, undergraduate and graduate school, what's new in Psychology worldwide and at Gateway. The Psychology Club helps students learn how to use psychology to its fullest potential through speakers in the field, volunteer service for the community and socializing and networking with faculty and fellow students of Psychology. For more information, contact Susan Santos ([susan.santos@kctcs.edu](mailto:susan.santos@kctcs.edu))

### *National Technical Honor Society*

The mission of the National Technical Honor Society is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities. Contact: Josie Griffin, ([josie.ruber@kctcs.edu](mailto:josie.ruber@kctcs.edu))

### *Spanish Club*

This club was created to allow students, faculty and staff with the opportunity to expand their language learning experience beyond the classroom setting. It coordinates and maintains activities such as weekly meetings plus information about local events related to the Latino Culture. These meetings are informal and fun! Contact: Fares DaSilva ([fares.dasilva@kctcs.edu](mailto:fares.dasilva@kctcs.edu)) or 859-442-1711.

### *STEM (Science, Technology, Engineering, and Math) Club*

This organization seeks to bring students together to rediscover the fun part of learning! These students will strive to raise funds to provide opportunities for students to visit various venues of educational entertainment (Museums, etc.) and to encourage extra-curricular education through fun and engaging activities and/or trips. Contact: Dr. Jennifer Myka ([Jennifer.myka@kctcs.edu](mailto:Jennifer.myka@kctcs.edu)) or 859-815-7646.

### *Student Nurse Organization*

The purpose of this organization is to promote development of the skills a student will need as responsible and accountable members of the nursing profession. Members of the organization will act as liaisons for communications between students and faculty. In addition, coordinating activities and representing the organization in campus-wide and community activities. Contact: Maggie Deavy ([Maggie.deavy@kctcs.edu](mailto:Maggie.deavy@kctcs.edu)) 859-442-1680

### *Students for a Sustainable Campus (GREEN)*

This group will emphasize the Importance of our contribution to the Green Footprint at our schools and the community where we live and learn. It is our intent to create and implement innovative programs that will capture the attention of our staff, students and community. Contact: Justin Ervin ([Justin.Ervin@kctcs.edu](mailto:Justin.Ervin@kctcs.edu)) or 859-815-7657

## Driving Directions

### **TO BOONE CAMPUS (500 Technology Way, Florence, KY 41042):**

*FROM the NORTH:* **Take I-75/I-71 South** to Exit 178 (Mount Zion Road/KY 536). **Turn left** off onto Mount Zion Road/KY 536. **Turn left** on Sam Neace Boulevard (third traffic light). **Turn left** onto Technology Way (just north of Grainger's). For the Bank of Kentucky Classroom & Training Building, turn left and park at the south end of the building. For the Center for Advanced Manufacturing (CAM), go straight and park in the lots at the north side of the building.

*FROM the SOUTH:* **Take I-75/I-71 North** to Exit 178 (Mount Zion Road/KY 536). **Turn right** on Mount Zion Road/KY 536. **Turn left** on Sam Neace Boulevard (second traffic light). **Turn left** onto Technology Way (just north of Grainger's). For the Bank of Kentucky Classroom & Training Building, turn left and park at the south end of the building. For the Center for Advanced Manufacturing (CAM), go straight and park in the lots at the north side of the building.

### **TO EDGEWOOD CAMPUS (790 Thomas More Parkway, Edgewood, KY 41017):**

*FROM the NORTH:* **Take I-75/I-71 South** to Exit 188 (US 25/US 42/US 127/Dixie Highway toward Fort Mitchell). **Keep left** on the exit ramp, follow signs for Dixie Highway South/Fort Mitchell. **Turn left** onto US 25/US 42/US 127/Dixie Highway. **Turn left** onto Orphanage Road. **Turn right** onto Horsebranch Road. **Turn left** onto Thomas More Parkway. **Turn left** into Gateway parking lot across from St. Elizabeth Medical Center.

*FROM the SOUTH or WEST:* **Take I-275 East** to Exit 82 (Turkeyfoot Road/KY 1303). **Turn right** onto Turkeyfoot Road/KY 1303. **Turn left** onto Thomas More Parkway. Proceed past Thomas More College, Five Seasons Country Club and numerous office parks. Continue across Horsebranch Road (intersection with St. Elizabeth Medical Center). **Turn left** into Gateway parking lot across from St. Elizabeth Medical Center.

*FROM the EAST:* **Take I-275 West** to Exit 80 (Madison Pike/KY 17/Covington/Independence). **Turn left** onto Madison Pike/KY 17 North toward Covington. **Turn left** onto Orphanage Road/County Hwy 371. **Turn left** onto Horsebranch Road. **Turn left** onto Thomas More Parkway. **Turn left** into Gateway parking lot across from St. Elizabeth Medical Center.

### **TO THE URBAN METRO CAMPUS (525 Scott Boulevard, Covington, KY)**

*FROM the NORTH:* **Take I-71/75 South** to Exit 192 (5<sup>th</sup> Street/Covington/Newport). **Keep left** on the exit ramp, follow signs for Covington. **Merge** onto West 5<sup>th</sup> Street. The Midtown City Parking Garage entrance is on West 5<sup>th</sup> Street before the corner of 5<sup>th</sup> and Scott Boulevard. Take the parking ticket to the Urban Center for validation. Upon exiting the garage, the front entrance to the building is reached with a right turn onto Scott Boulevard.

*FROM the SOUTH:* **Take I-71/75 North** to Exit 192 (5<sup>th</sup> Street/Covington/Newport). **Merge** onto West 5<sup>th</sup> Street. The Midtown City Parking Garage entrance is on West 5<sup>th</sup> Street before the corner of 5<sup>th</sup> and Scott Boulevard. Take the parking ticket to the Urban Center for validation. Upon exiting the garage, the front entrance to the building is reached with a right turn onto Scott Boulevard.

### **TO THE TRANSPORTATION TECHNOLOGY CENTER (1051 Dudley Road, Fort Wright, KY)**

*FROM the WEST: Take I-275 East* to exit 80 for (Madison Pike/KY-17/Covington/Independence). **Turn right** onto Madison Pike/KY-17 S. **Turn left** onto Dudley Road. **Turn Right** into the Center's parking lot in front of the building.

*FROM the EAST: Take I-275 West* to Exit 80 (Madison Pike/KY 17/Covington/Independence). **Turn right** onto Madison Pike/ KY-17 South. **Turn left** onto Dudley Road. **Turn Right** into the Center's parking lot in front of the building.

## Contact Information

Admissions	(855) 346-4282
Academic Advising Center	(855) 346-4282
Bookstore Boone Campus	(859) 815-7630
Student Accounts	(855) 346-4282
Continuing Education	(859) 442-1121
Disability Services	(859) 442-7631
Financial Aid	(855) 346-4282
Human Resources	(859) 442-4194
Libraries	(859) 442-4162
Public Relations	(859) 442-1172
Registrar's Office	(855) 346-4282
TABE Testing	(859)442-4115
Transfer Services	(859) 815-7681
Veterans	(859) 442-1710
Education Benefits	
Employee & Training Benefits	(859) 442-1710
Workforce Solutions	(859) 442-1121

## Websites

[gateway.kctcs.edu](http://gateway.kctcs.edu)

[kctcs.edu](http://kctcs.edu)

Gateway on Facebook: [facebook.com/GatewayCTC](https://facebook.com/GatewayCTC)

## Purpose of Student Handbook

The Student Handbook provides you with information about policies and procedures that affect you as a student it is very important that you read the policies that govern our college, faculty; staff and students regarding your individual rights. The responsibilities and rights of the college are provided here, however, policies are not limited to those printed in this document. There are additional policies and procedures that the college has the right to enforce. Please refer to the Kentucky Community and Technical College System

(KCTCS) catalog for additional policies and procedures. As new policies and procedures are developed, they will be published on our web site at [gateway.kctcs.edu](http://gateway.kctcs.edu). Please review the information and contact the Office of Student Affairs if you have questions or concerns regarding the Student Handbook.

The KCTCS catalog and the Gateway Student Handbook jointly govern a student's educational career at Gateway. Students who enroll in an academic program are required to fulfill requirements as they exist at the time of enrollment. If requirements change while the student is enrolled in a program, he or she may fulfill either the new or old requirements. Gateway and KCTCS reserve the right to make changes in the calendar, admissions policies, expenses, programs, curricula, course descriptions or any other matters addressed or not addressed in this publication. Prospective and enrolled students should check with admissions officers and academic advisers to learn of any such changes Updates may be included in the online version of the KCTCS Catalog at [kctcs.edu](http://kctcs.edu) or the online handbook at [gateway.kctcs.edu](http://gateway.kctcs.edu).

## Accreditation

Gateway Community & Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Gateway Community & Technical College.

Note: The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

## KCTCS Affiliation

Gateway is a member of the Kentucky Community and Technical College System, which provides accessible and affordable education and training through academic and technical associate degrees, diploma and certificate programs in occupational fields; pre-baccalaureate education; adult continuing and developmental education, customized training for business and industry; and distance learning. For most Kentuckians, higher education begins at KCTCS.

## Compliance

Gateway is an equal opportunity employer and education institution. Gateway does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, education programs or activities as set forth in titles VI and VI' of the Civil Rights Act of 1964, Title IX of the Education



Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (Amended 1992), and the Americans with Disabilities Act of 1990.

The Student Handbook was produced by Gateway faculty and staff.