STUDENT HANDBOOK
2011 – 2012

Somerset
Community College
HIGHER EDUCATION BEGINS HERE

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

ACCREDITATION

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

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SCC Mission

The mission of Somerset Community College is to improve the employability and quality of life of area citizens as the primary provider of:

- College and Workforce Readiness
- Transfer Education
- Workforce Education and Training
- Associated Student Support Services

Somerset Community College, a member of the Kentucky Community and Technical College System, is a public associate degree granting institution serving the south central region of Kentucky.

SCC Values

- Responsiveness to students, employers, and communities
- Access with innovative and flexible delivery
- Trust, respect, and open communication
- Continuous improvement
- Inclusion, multiculturalism, and engagement

SCC Vision

To be recognized as a premier community college.

Admissions

Applying for Admission

A student enrolling at Somerset Community College for the first time must submit an application for admission. Students who are re-entering college after being out for one or more semesters should contact the college admissions office to confirm the process for readmission. Students may be admitted to a KCTCS college as freshmen, as a returning student, as students with transfer credit from other institutions, as visiting students, or as non-degree students. Somerset Community College admits students who have graduated from high school, who have earned a high school general equivalency diploma (GED), who are eligible to pursue a GED, or who are dually enrolled in high school and the college.

Admission Procedure

- Students should apply online at www.somerset.kctcs.edu or contact the Admissions Office.
- The full and proper name of the student and college-assigned student I.D. number must be used in registration and for all other official purposes.
- Students entering college for the first time may be required to send an official copy of their high school transcript to the Admissions Office.
- Students who have taken the GED may be required to send an official copy of their GED Score Report to the Admissions Office.
- Students entering with advanced standing must have an official transcript from each college attended forwarded to the Admissions Office.
- Students should submit results for the ACT or SAT. Students who have not taken the ACT or SAT must successfully complete the COMPASS or ASSET placement examination administered by the college. (See the KCTCS College Assessment and Placement Policy on the web site – www.kctcs.edu – for specific information regarding scores.)
- Students seeking admission to an occupational/technical program should contact the program division assistant for information regarding any special requirements for admission.
- Applicants must file an application for admission, the entering student survey, and supporting documents prior to the first day of classes of the term or session for which they plan to enroll. The Admissions Office will notify the applicant of his or her admission status and documentation needed for acceptance.

Non-Degree/Non-Credential Students

At the discretion of the college, persons who desire instruction without wishing to earn a credential may be admitted as non-degree/non-credential students. These students are exempt from taking the assessment instrument; however, all students (including high school students) must meet individual pre-requisites such as those for entry-level English and mathematics courses. Students may declare credential seeking status after meeting regular admission requirements. The college may review and reclassify credential-seeking status in accordance with policies established at each individual college. Non-degree/non-credential students are not eligible for Federal Financial Aid programs. Credit earned before a student meets admission requirements will be counted toward a credential.

High School Students

The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines. All applicants shall submit:

- a KCTCS application for admissions by the appropriate deadline
- the results of the ACT, SAT and/or ASSET or COMPASS in accordance with KCTCS Assessment and Placement Policy.
- A letter of good standing from the high school counselor's office.

A college may require additional information as part of the admission process. In some cases, courses offered on the high school campus carry both high school and college credit. See your high school counselor for more information.

Occupational/Technical Programs

Admission to the college does not guarantee admission to any occupational/technical program (i.e., health, automotive, information technology.) Admission to these programs is dependent upon program admissions requirements and/or class availability. Consult the Admissions Office for specific details.

There are guidelines for admission to some occupational/technical programs that are used in the selection process. In addition, technical standards have been developed for most of these programs.

Change of Program

Students enrolled may request a program change through the Records Office by completing a "Change of Program" request form. The student is instructed to seek appropriate advisement and Financial Aid counseling. The Records Office will make the change in the student's record.

Readmission After Two or More Years (Bankruptcy)

A student who has been readmitted after having remained out of the community college for a period of two or more years, and who has completed at least 12 credit hours in non-developmental and non-remedial courses with a GPA of 2.0 or better after readmission, may choose to have none of the previous course work counted toward the computation of the student's GPA. This procedure is commonly called "Bankruptcy". A student who declares academic bankruptcy will continue to receive credit for

those courses in which a grade of A, B, C, D or P was earned prior to readmission without including those grades in the GPA computation.

Conditional Admission

It is expected that all students will submit all required credentials before they become eligible to register for classes. Beginning two weeks before the start of classes, students may be granted "conditional" admission status and be permitted to register prior to the completion of the credential file.

The students will be advised that their grades will be held and that no transcript will be released until the "conditional" status is removed.

Students will not be permitted to re-register for subsequent semesters with a "conditional" status.

Assessment and Placement Policy

Students enrolling in college for the purpose of earning credit applicable toward an educational credential (certificate, diploma, and associate degree) must demonstrate, through the submission of scores on specified assessment instruments, that they possess the minimum academic skills essential for success. Students who do not demonstrate these academic skills, based on testing, must remedy the identified skill deficiencies by taking developmental courses prior to enrolling in entry-level courses for which those skills are essential.

Students who do not intend to seek an educational credential are exempt from taking the assessment instrument; however, all students must meet individual course pre-requisites such as those entry-level English and Mathematics.

Previous College Work

An applicant who has previously attended an accredited college or university and who has an overall GPA of at least 2.0 on a 4.0 quality-point scale in all course work attempted will be accepted for admission.

The college shall provide academic counseling concerning the transfer of credit to transferring students. A student's college credit earned when a course is taken both for high school credit and for college credit will be accepted. Credit earned through a dual enrollment arrangement shall be treated the same as credit earned in any other college course.

Students who decide to earn an education credential subsequent to their enrollment as a non-credential-seeking student and who have not demonstrated the academic skills appropriate for the educational credential they seek are subject to the assessment and placement guidelines.

Second Chance Students

A student who has previously attended an accredited college or university, other than a college in the Kentucky Community and Technical College System, and who has less than an overall GPA of 2.0 on a 4.0 scale in all course work attempted, may be considered for admission provided the applicant has been out of college for at least one 16-week semester or has demonstrated potential for success.

International Students

In addition to the general admissions requirements, every non-resident alien applicant must meet the overall requirements, standards and guidelines of local and national immigration laws and regulations in order to be granted student visa status. In general, students with an F-1 Visa and requesting the college to issue the I-20 must have a Test of English as a Foreign Language (TOEFL) score of at least 500 on the written version or 173 on the computerized version or 61 on the Internet-based version or have English as a Second Language (ESL) certification. A prospective student with a "J" Visa must provide their I-94 card for Date of Entry and INS Status must prove residency. International students should notify the college they are planning to attend if they have a sponsor in the United States.

Consult the Admissions Office of your college for details.

Auditing Courses

An officially registered student who does not desire or feel qualified to complete the requirements for a course; and who is not concerned with receiving credit (but wishes to attend a course) , may opt to register as an auditor. Lecture courses are available for audit. Clinical, labs, practicum's, internships, externships, and co-op courses are not available for audit. Approval to audit is given at the discretion of the instructor. The same tuition is charged as for credit courses. Audited courses are not eligible for federal financial aid.

Tuition and Charges

Tuition and Mandatory Charges

Tuition and charges vary based on whether a student is a Kentucky resident, nonresident, or resident of a contiguous county of a contiguous state. Tuition and charges are on a per credit hour rate, including courses that are audited. For questions regarding residency status and guidelines, please see the KCTCS website: www.kctcs.edu/student /catalog/appendices.pdf. All tuition and charges are payable in full prior to the 1st day of classes for each session of the term unless prior arrangement has been made with the Business Office. Please consult the Business Office for college-specific required payment dates. Please see the Payment Plan Option sections for provisions for partial or deferred payment.

Tuition and charges are assessed at the time of registration and based on a per credit hour rate for all KCTCS colleges regardless of whether the courses are taken during the day, evening, and/or weekends or audit purposes. Fractional credit hour tuition and charges are assessed for fractional credit offerings (i.e. a student taking a $1/4^{th}$ credit hour course would be assessed $1/4^{th}$ rate of a student with the same residency taking a 1 credit hour course.) Tuition and charges are refundable as per the "Refunds" section below. Charges for services are non-refundable unless specifically stated as refundable. Please consult with the Business Office for specifics.

2010-2011 Tuition Rates	per credit hour
Resident	$135
Non-resident Contiguous County	$270
Non-resident	$465

Customized Course Offerings

Customized course offerings created specifically upon request (credit or noncredit) may have additional charges. The additional charge, depending on the requirements of developing and producing the customized course or program, will vary depending on the length and content of the course or program offerings. All tuition and charges for customized courses are payable upon registration unless prior arrangements, including third party contracts, have been made with the college. Please contact the Business Office for specifics.

Charges for Services

Some charges for services may exist, including some individual program and/or special testing charges. General examples of these charges include, but are not limited to, the following: GED and ACT Testing, Music, KET Course charges, Returned Check Charge and Lost Library Book/Video Replacement Charge. Charges will vary by service and are nonrefundable. Please contact the Business Office for specifics.

Charges for Special Examination

KCTCS colleges offer students institutionally developed special examinations to demonstrate master of course content and receive credit toward program requirements. Special examinations are course specific and charges are separate from the regular tuition charges. Special exam charges are payable in full at the time the exam is scheduled. Please contact the Assessment Center for a listing of all charges.

Students who are enrolled in courses from which they elect to take a special examination in lieu of completing the course must officially withdraw from the course. The withdrawal date determines the status of the student's assessment, refund, and grade for the enrollment period. All special examination credit is awarded using the test credit process. In such instances, a grade will not be awarded on the current term grade report. Please contact the Office of Student Affairs for application requirements.

Cancellation of Registration for Non-payment of Charges

Students who have not paid their tuition and charges or arranged for a payment plan prior to the first (1st) day of classes of the session are subject to having their registration cancelled for non-payment.

Payment Plan Options

Students may choose to participate in KCTCS' flexible tuition and fee payment plan (an option for students not planning to pay in full or not having made arrangements to pay in full) prior to the first day of class by contacting the Business Office and signing up for the plan. There is a $25 per term non-refundable service charge for using the payment plan. Students have the option, depending on registration date, to enroll in one of three payment plan options listed below.

Plans	Service Charge	% Down	Monthly Payments	Availability
Option 1	$25	None	4	Advanced Registration Only
Option 2	$25	25%	3	Through Advanced Registration
Option 3	$25	50%	2	Through Regular Registration

Total payment of the balance of tuition and charges must be made by the required date. Please contact the Business Office for specifics.

Last Day to Enter an Organized Class

The last day to enter an organized class (including Saturday and Sundays, but excluding KCTCS recognized holidays) is as follows:

Session	Last Day to Enter
16-Week	by the close of business of the 7th calendar day of the session.
8-Week	by the close of business of the 4th calendar day of the session.
6-Week	by the close of business of the 3rd calendar day of the session.
4-Week	by the close of business of the 1st calendar day of the session.
Irregular	prorated according to the length of the session in proportion to the traditional 16-week session.

Please check the college course schedule and/or with the Registrar for specific questions concerning the last day to enter an organized class and session Add-Drop dates.

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 late payment charge per the Schedule of Allowable Charges will be assessed for that session. All tuition and charges and the late payment charge must be satisfied at the time of reinstatement.

Refunds

In order to receive a tuition refund, a student must officially withdraw within the refund period specified within this policy. Refunds for sessions different from those listed below are prorated according to the session in proportion 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 – 16, 8, or 4 week.

KCTCS has partnered with Higher One, 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) Refund to a OneAccount, an FDIC insured checking account offered by Higher One 3) Paper check mailed to the student address on file. For additional information, please visit KCTCSDebitCard.com.

Timeframe for Tuition Refunds*

Session	100%	50%	No Refund
16-Week	Within 7th day	8th-29th days	After 29th day
8-Week	Within 4th day	5th-15th days	After 15th day
6-Week	Within 3rd day	4th-11th days	After 11th day
5-Week	Within 2nd day	3rd - 9th days	After 9th day
4-Week	Within 1st day	2nd-7th days	After 7th day

*Calendar days of the session, including all Saturdays and Sundays, but excluding KCTCS recognized holidays.

KCTCS Online Learn On Demand Courses

KCTCS Online Learn on Demand courses' tuition and charges are assessed at the time of registration and based upon a per credit hour rate approved for all KCTCS colleges. To receive a 100 percent tuition refund, a student must officially withdraw prior to the first day of class. No refund will be given once a KCTCS Online Learn on Demand course has started. Charges for services are non-refundable unless specifically stated as refundable. Students who drop on the first day of class or thereafter remain liable for the tuition assessed per the guidelines set forth in the Learning Contract of the KCTCS Online Learn of Demand for which they have registered.

KCTCS Colleges offer a variety of courses with different start and end dates. Please contact the Business Office for the guidelines for refunds.

Financial Delinquency

Any student, who is delinquent in financial obligations to the college, or any division or organization of KCTCS, shall not be allowed to register for future terms, receive transcripts, transfer credits to another institution, or graduate. Delinquent accounts are subject to KCTCS Business Procedure 7.4 Collection of Accounts Receivable and may be referred to an outside collection agency. Please note, referred accounts are subject to collection charges in addition to the amount owed the college and are the responsibility of the delinquent party. The delinquency, if referred to a collection agency, is also subject to being listed with credit reporting agencies.

Professional Liability Insurance

Students who enroll in any course requiring patient/client contact must show evidence they have professional liability insurance or may purchase insurance through the college. Programs with courses requiring professional liability insurance include: Bio-Medical Equipment (Madisonville only), Clinical Laboratory Technology, Culinary Arts, Dental Hygiene and Dental Assisting Technology, Diagnostic Medical Sonography, Health Information Technology, Human Services, Interdisciplinary Early Childhood Education, Massage Therapy, Medical Administrative Services, Medical Assistant, Medical Information Technology, Medication Aide/Nurse Aide, Nursing Assistant, Nuclear Medicine Technology, Nursing, Nursing Internship, Occupational Therapy, Office Systems Technology (medical option), Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Paramedic and Emergency Medical Technology, Radiography, Respiratory Care, Surgical Technology, and Teacher Education Program. Professional liability insurance is assessed on a per course basis and must be purchased annually. This charge is non-refundable and is subject to change without notice. Please contact the Business Office for specifics.

Financial Aid

Federal Financial Aid

Education after high school costs you time, money and effort. It's a big investment, and you should carefully evaluate the college you are choosing. Somerset Community College has elected to participate in the following U.S. Department of Education Title IV programs:

- Federal Pell Grants
- Federal Supplement Educational Opportunity Grants (FSEOG)
- Federal Work-Study
- Federal Family Educational Loans
- Academic Competiveness Grant (ACG)

Grants are financial aid you don't have to repay.

The Work-Study Program lets you work and earn additional money to help pay for college.

Loans must not only be repaid but interest charges increase the repayment amount.

General Information

Student Eligibility

To receive aid from the federal student aid program you must:

- Have financial need as demonstrated by your application on the Free Application for Federal Student Aid (FAFSA).
- Have a high school diploma or GED Certificate, or pass any test approved by the U.S. Department of Education (Ability to Benefit). GED preparation and testing information is available at the SCC Continuing Education Department located on the Somerset Campus South.
- Be enrolled or accepted for enrollment as a regular student working toward a degree, diploma or certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Make satisfactory academic progress.
- Sign a statement of educational purpose and a certification statement on overpayment and default (found on the Free Application for Federal Student Aid).
- Register with the Selective Service, if required.
- Students who are admitted "conditionally" may receive financial aid for one semester only. Before additional financial aid can be awarded the admission file must be completed.
- All academic transcripts from previously attended college and universities must be evaluated for transfer credit before any Federal Title IV aid can be awarded and/or credited to a student's account. The only exceptions are those students who are conditionally admitted. They have one semester to present academic transcripts in time to be evaluated.

Financial Need

When you apply for federal student aid, the information you report is used in a formula established by the U.S. Congress. The formula determines your Expected Family Contribution (EFC), which is the amount you and your family could contribute toward your education. If you r EFC is below a certain amount, you will be eligible for a Federal Pell Grant, assuming you meet all the eligibility requirements. There is not a maximum EFC that defines eligibility for the other financial aid programs. These amounts also vary from year to year. Instead your EFC is used in an equation to determine your financial need.

> Cost of attendance
> - Expected Family Contribution (EFC)
> = Financial Need

The Office of Financial Aid calculates your cost of attendance and subtracts the amount you and your family are expected to contribute (EFC) toward the cost. If there's anything left over, you are considered to have financial need. In determining your need for aid from the SFA Programs, the Financial Aid Administrator must first consider other aid you are expected to receive. Cost of attendance is a budget allowance based on actual (tuition) and averaged costs used to calculate financial need.

Estimated Per Term Budgets:

Fall/Spring

	Resident	Contiguous	Non-Resident
Tuition	1560	3120	5340
Housing			
with parents	2095	2095	2095
not/with parents	3488	3488	3488
Books and Supplies	500	500	500
Transportation*	1025	1025	1025
Personal Expenses	400	400	400
Total w/parents	5580	7140	9360
Total w/o parents	6973	8533	10753

Summer

	Resident	Contiguous	Non-Resident
Tuition	780	1560	2670
Housing			
with parents	1570	1570	1570
not/with parents	2615	2615	2615
Books and Supplies	500	500	500
Transportation	770	770	770
Personal Expenses	300	300	300
Total w/parents	3920	4700	5810
Total w/o parents	4965	5745	6855

*NOTE: Transportation is calculated at 25 miles roundtrip 5 days a week **x** 32 weeks **x** $.50½ cents per mile.*

Tuition and books are adjusted based on enrollment. Books and transportation may be adjusted upward with appropriate documentation.

Dependency Status

When applying for federal student aid, your answers to certain questions will determine whether you are considered dependent on your parents. This will determine whether you must report their income and assets as well as your own or whether you are independent and must report only your income and assets (and those of your spouse, if you're married). Students are classified as dependent or independent because federal student aid programs are based on the idea that students (and their parents or spouse, if applicable) have the primary responsibility for paying for their education. You are an independent student if at least one of the following applies to you:

- Were you born before January 1, 1988?
- As of today are you married?
- At the beginning of the 2011-2012 school year, will you be working on a master's or doctorate program (such as MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- Are you a veteran of the U.S. Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
- At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence?
- Are you or were you in legal guardianship as determined by a court in your state of legal residence?
- At any time on or after July 1, 2009, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2009, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- At any time on or after July 1, 2009. Did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

If you claim to be an independent student, the college's Financial Aid Office may ask you to submit proof before you can receive any federal student aid. If you think you have unusual circumstances that would make you independent even though none of the criteria apply to you, talk to the Financial Aid Administrator. She can change your status if she thinks your circumstances warrant it based on the documentation you provide. But, remember the Financial Aid Administrator won't automatically do this. That decision is based on her judgment, and it is final.

Applying

Remember, applying for Federal Student Aid is free!

What Form Do I Use?

You apply by completing and mailing the Free Application for Federal Student Aid (FAFSA), or by applying electronically using the U.S. Department of Education's web site. To complete this form, you need your and your spouse's or your and your parents' income tax form (1040, 1040A, 1040EZ, 1040 telefile). If you did not file a tax return, you need documentation of all sources of income, taxed or untaxed, such as Social Security, Black Lung, TANF, etc.

Filing Electronically

Personal computers are located on campus where you can file the form yourself over the Worldwide Web. Generally, this allows faster processing from the Department of Education. Before applying on the web it is best to review the paper FAFSA worksheet and use it to guide your answers to the appropriate questions.

You can get a FAFSA worksheet at the Financial Aid Office, your high school, or from the Federal Student Aid Information Center (1-800-433-3243).

Students and parents can apply for a Personal Identification Number (PIN) and, if the name, Social Security number and date of birth (DOB) match, you will receive a PIN instantly. PINs allow you and your parents (if applicable) to apply, enter, make corrections and even sign the application. With the PIN you may also access NSLDS (National Student Loan System) for your account information. Parents of dependent students who wish to sign electronically will also need a PIN. Apply for a PIN at www.pin.ed.gov and apply for financial aid at www.fafsa.ed.gov

If you applied for federal student aid this past school year, you probably will be able to file a Renewal Free Application for Federal Student Aid (Renewal FAFSA). You will either receive it at your home address or you may also be able to file a Renewal FAFSA electronically. You do not have to use the Renewal FAFSA; you can still use the new year FAFSA. If you qualify to use the renewal FAFSA, you will have fewer questions to answer. Most of the information you gave the previous year (plus any of your corrections that were processed) are already on file. You will only have to write in some new information and information that has changed (for example, income or family size). All items marked with arrows must be completed even if the information is the same as last year. Check with the Financial Aid Office if you have questions about the Renewal FAFSA.

For most of the federal student aid programs, the FAFSA (or Renewal FAFSA) is the only form you will need to file; Federal Family Educational Loans do require the FAFSA. See the Financial Aid Office.

Read the instructions carefully when you complete the FAFSA or the Renewal FAFSA. Most mistakes are made because students do not follow instructions. Pay special attention to any questions on income, because most errors occur in this area. When you apply, you should have

certain records on hand. These records are listed on the application. You should save all records and all other materials used in completing the application because you may need them later to prove that the information you reported is correct. This process is called verification. Thirty percent of all applicants are selected for verification. This does not mean there are errors but only that the data must be reviewed for accuracy. If verification is required, and you do not provide it, you will not receive aid from the SFA Programs, and you might not receive aid from other sources. You should make a photocopy of your application (or print a copy of your FAFSA application) before you submit it. This way, you have a copy of the data you submitted for your own records. So be sure you keep all documents and that the information you report is accurate.

When Do I apply?

Apply soon after January 1. (You cannot apply before this date.) It is easier to complete the application when you already have your tax returns, so you may want to consider completing your taxes as early as possible. You do not have to file (mail) them early; just have complete information.

What Happens After I Apply?

If you apply by mail, your application will be processed in approximately four weeks. Then you will receive a Student Aid Report (SAR) in the mail The SAR will report the information from your application and, if there are no questions or problems with your application, your SAR will report your Expected Family Contribution (EFC), the number used in determining your eligibility for federal student aid. The colleges you listed on the application will also receive your application information. Each paper version of the FAFSA and the Renewal FAFSA contains a postcard you can use to track the processing of your application. You can fill in the postcard with the required information, attach a stamp to the postcard, and mail it with your application. When your application is received by the Department of Education's central processing system, the postcard will be stamped with the date that it is received. You will receive the date-stamped portion of the postcard for your files. If you do not receive your (SAR) within four weeks of the date stamped on the postcard, you may call 1-800-433-3243 to see when your application was processed.

If you apply electronically, your application will be processed in about a week. The results will be sent electronically to the college you specified. You will receive a SAR in the mail approximately two weeks after you mail the signature page that can be printed from the FAFSA web site or after you sign the application with your PIN. The SAR will report the information from your application and, if there are no questions or problems with your application, your SAR will report your EFC. The results will also be sent to the colleges listed on your application. However, if you do not mail in the signature page so it is received within 14 days of transmitting your data, or if you indicate on your application that a printer is not available, you will receive a SAR without an EFC. You (and your parents if you are a dependent student) must sign the SAR and return it to the Central Processing System. The Central Processing System will send a revised SAR to you and, if there are no questions or problems with your application, the revised SAR will include your EFC. The college cannot award you any federal student aid until you have your EFC. When you receive the SAR you must review it carefully to make sure it is correct.

If any changes are necessary, the college will be able to submit most corrections electronically.

If you applied by mail or by using FAFSA on the web, the college can make the corrections for you, or you can make corrections yourself on the web by using your PIN or you can make corrections on Part 2 of the paper SAR, sign and date it and return it to the address given at the end of Part 2. However, the college can make most corrections faster and can review for accuracy resulting in faster processing. If the data are correct and you do not need to make changes, you can receive financial aid on the basis of that information.

If the college has not received your application information electronically, you must take your SAR to the Financial Aid Office. If it has been more than four weeks since you mailed in your application and you have not heard anything, visit the Financial Aid Office and ask them to check on your application, or you can check yourself by calling 1-800-433-3243 (Monday-Friday, 8 a.m. to 8 p.m., EST). Or you can write to: Federal Student Aid Information Center, P.O. Box 84, Washington, D.C. 20044. If you write, make sure you include in your letter your full name, permanent address, Social Security number, date of birth, and signature.

Special Circumstances

Although the process of determining a student's eligibility for federal student aid is basically the same for all applicants, there is some flexibility. For instance, if the college believes it is appropriate, based on the documentation you provided, we can change your status from dependent to independent. In some cases, the Financial Aid Staff may adjust your cost of attendance or the information used to calculate your EFC to take into account circumstances that might affect the amount you and your family are expected to contribute toward your education. These circumstances could include a family's unusual medical or dental expenses, recent loss of employment, death or divorce of a spouse or parents for dependent students. If conditions such as these apply to you or your family, contact the Financial Aid Office.

Check if you feel you have any other special circumstances that might affect the amount you or your family are expected to contribute. But, remember there have to be very good reasons for the Financial Aid Administrator to make any adjustments, and you'll have to provide adequate proof to support those adjustments. Also, remember that the Financial Aid Administrator's decision is final and cannot be appealed to the U.S. Department of Education.

Deadlines – Application Submission

Apply as soon after January 1, as you can. Applying early ensures consideration of your information for maximum funding. As soon as your eligibility has been determined, the Financial Aid Office will set up your account and credit your account with the amount of financial aid that you have been awarded. If your charges are less than the amount awarded, the Financial Services Office will issue a check to you for the balance, which will be mailed to your address information or in some cases be available at the Financial Services Office. Be sure your address information is current. The Financial Aid Office will publish approximate dates when and how the balance will be issued to students.

Federal Pell Grants

What is a Federal Pell Grant?

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry.) For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

How Do I Qualify?

To determine if you are eligible financially, the U.S. Department of Education uses a standard formula, established by the U.S. Congress, to evaluate the information you report when you apply. The formula produces an EFC number. Your Student Aid Report (SAR) contains the number and will tell you if you are eligible.

How Much Money Can I Get?

You receive one Pell Grant in an award year but distributed half at a time each semester. How much you receive will depend not only on your EFC, but also, on your cost of attendance, whether you are full-time or part-time, and whether you attend college for a full academic year or less. Pell eligible students are eligible for two (2) full-time enrollment semesters. Students who were not enrolled for full-time both Fall and Spring semesters are eligible for the balance of the aid for the Summer. In addition to filing the FAFSA, institutional forms must be completed for the Summer. These forms are available at the Financial Aid Office. You may not receive Pell Grant funds from more than one college at a time even if you are enrolled at more than one. (See section on Dual-Enrollment/Consortium Agreements.)

Dual-Enrollment/Consortium Agreements

You may take classes at different colleges and request the different enrollments to count toward your total enrollment.

Home School (Awarding Financial Aid) and Delivering School are Both KCTCS Schools

If your classes are taken at different KCTCS colleges you do not need to do anything except provide documentation that the classes taken at colleges other than your home college are required for completion of your credential. Your dual enrollment will be identified by a report but you must check with the Financial Aid Office regarding the required documentation that the classes taken at the other colleges count toward your degree. Your financial aid paperwork is submitted to, handled by, accounted for and distributed by the Home College. The Home College is the college from which you plan to obtain a diploma or degree.

How Will I Be Paid?

KCTCS will credit the financial aid funds to Somerset Community College's account, pay you directly by sending a check to your address, or combine these methods.

Can I receive a Federal Pell Grant if I am enrolled less than half time?

Yes, if you are otherwise eligible. You will not receive as much as if you were enrolled full time, but your financial aid funds will be disbursed in accordance with your enrollment status and you will not be refused an award simply because you're enrolled less than half time.

Federal Student Loans

KCTCS colleges participate in the William D. Ford Federal Direct Program (Direct). While you should be aware these funds must be repaid with interest you may feel you need this additional funding. You do not have to be Pell eligible to receive these funds but you must apply by using the FAFSA. Each college has its own policies and procedures for processing loan funds. It is the goal of each college to educate students regarding their rights and responsibilities so as to assure students will understand the seriousness of borrowing and be capable of repaying these loans. Contact your college for information about their requirements.

Is it ever possible to postpone repayment of my loan from another school?

Yes. Under certain circumstances, you can receive a deferment or forbearance on your loan. A deferment allows you to temporarily postpone payments on your loan. If you have a subsidized loan, you will not be charged interest during the deferment. If your loan is unsubsidized, you will be responsible for the interest on the loan during the deferment. If you don't pay the interest as it accrues, it will be capitalized which means it is added back into the total, resulting in a higher total repayment amount. See the Loan Deferment Summary for the list of deferments available if you loan was first disbursed on or after July 1, 1993. For information on deferments for loans disbursed prior to that date, Federal Direct Loan borrowers should contact the Direct Loan Servicing Center (1-800-848-0979). FFELP Stafford borrowers should contact the lender or agency holding the loans, usually Kentucky Higher Education Student Loan Corporation (KHESLC) (1-888-678-4625). You cannot receive a deferment if your loan is in default. If you are temporarily unable to meet your repayment schedule but are not eligible for a deferment, you may ask to receive forbearance for a limited and specified period. If you are eligible for forbearance, your payments are postponed or reduced. Whether your loans are subsidized or unsubsidized, you will be charged interest. If you don't pay the interest as it accrues, it will be capitalized.

Campus-Based Programs

Federal Supplemental Educational Opportunity Grants

What is a Federal Supplemental Educational Opportunity Grant? A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need – that is, students with the lowest EFC's and gives priority to students who receive Federal Pell Grants. A FSEOG does not have to be repaid.

What is the difference between the FSEOG and the Federal Pell Grant? The U.S. Department of Education guarantees that each participating college will receive enough money to pay the Federal PELL Grants of its eligible students. There is no guarantee every eligible student will be able to receive a FSEOG; students enrolled at Somerset Community College are paid based on the availability of funds, first applied, first complete basis and those students with the most need. This is an advantage to applying early.

How much money can I get? An eligible student may receive up to $480 per term.

How will I be paid? Credit will be given on your account, pay you directly (usually by check), or a combination of these methods.

Are Federal Work-Study jobs on campus or off campus? Both. You may be assigned to work at any of the locations on campus. If you work off campus, your employer may be a private non-profit organization, a for-profit organization or a public agency.

Can I work as many hours as I want? The amount you earn cannot exceed your total Federal Work-Study award. The Financial Aid Office will determine the number of hours worked. When assigning work hours, the Financial Aid Office will consider your class schedule and your academic progress.

No Child Left Behind (Formerly America Reads/Counts) No Child Left Behind is also a Federal Work-Study program assisting elementary school children in learning to read and count to level. This program requires no matching funds. Check with the Financial Aid Office about this program.

State Programs
The following state-sponsored programs are available to Kentucky residents attending colleges in Kentucky. They cannot be used by non-residents to attend Kentucky colleges or residents to attend out-of-state institutions. Kentucky Higher Education Assistance Authority administers these programs.

Grants and Scholarships
Scholarships
Academic and needs-based scholarships are available to cover costs of tuition. The deadline to submit a completed scholarship application is March 1 for the fall and December 15 for the spring. Applicants must be full-time students for most scholarships. Information is available at the Financial Aid Offices.

The College Access Program (CAP) provides grants to Kentucky's financially needy students to attend Kentucky colleges. CAP Grants are awarded to Kentucky residents enrolled in at least six semester hours and who are seeking an eligible educational credential. The amount varies with the tuition at their benchmark college.

The Kentucky Educational Excellence Scholarship (KEES) is a scholarship designed to encourage and reward high school careers. GPA determines the amounts for each year of study and bonus dollars are awarded for ACT scores. Students must be seeking an eligible educational credential.

The KHEAA Early Childhood Development Scholarship provides financial assistance in non-repayable tuition scholarships for Kentucky residents who are pursuing the following:
- Associate in Arts (AA), Associate in Applied Science (AAS), or Bachelor in Science (BS) in Interdisciplinary Early Childhood Education, or Early Childhood Special Education, Early Childhood Development, or a related degree that is approved by the Early Childhood Development Authority.
- Kentucky Early Childhood Development Trainers Certificate
- Kentucky Early Childhood Development Director's Certificate
- Childhood Development Associate Credential

The Commonwealth of Kentucky sponsors the Kentucky Transitional Assistance Program (K-TAP). This program provides financial and medical assistance to needy dependent children in Kentucky and the parents, or relatives, with whom the children are living. K-TAP helps families find jobs or get training that leads to a job. Adults getting K-TAP must take part in the Kentucky Works Program which may include but is not limited to: on the job training, work experience and vocational training.

KCTCS Scholarships for Kentucky Residents
KCTCS provides three scholarships:

The President's Scholarship provides funds to each college to use to reward/recruit students with outstanding academic performance. Preference is given to KY residents with an ACT composite of 23 or higher and a GPA of 3.25 or better.

John T. Smith Scholarship provides funds to eligible KY residents who demonstrate potential for success in post secondary education and also demonstrate a need for financial support. Factors for consideration include academic record achievement and racial status.

Commonwealth Scholarship provides funds for Kentucky residents and current year high school graduates in the top quartile of their high school graduating class; or prior year

high school graduates in the top quartile of their high school graduating class. Students awarded the Commonwealth Scholarship may earn a second year award provided they have successfully completed at least 24 credit hours at a KCTCS institution and maintained a 3.0 grade point average.

Third Party Assistance Programs
There are a number of outside agencies who offer educational assistance and other services to students. Listed below are these agencies, a brief description of the programs they offer and contacts for each. The Financial Aid Office is available to assist students in dealing with these agencies.

Veterans Affairs
Through the Office of Veterans Affairs a number of educational assistance programs are available to eligible veterans and their dependents. These include:

Chapter 30 (Montgomery GI Bill/Active Duty Educational Assistance Program) Under this program, educational benefits are provided to eligible veterans meeting specific requirements.

Chapter 31 (Vocational Rehabilitation) Under this program, educational benefits are provided to service-disabled veterans to assist them in achieving independence and obtaining/maintaining employment.

Chapter 33 (Post 9/11 G.I. Bill) Under this program, educational benefits are provided to eligible veterans.

Chapter 35 (Survivors and Dependents Educational Assistance Program) Under this program, financial aid assistance is provided for the education of dependents (children and spouses) of deceased or 100% disabled veterans or MIA service-persons.

Chapter 1606 (Montgomery GI Bill/Selected Reserve Educational Assistance Program) Under this program, educational benefits are provided to eligible members of the Selected Reserve meeting specific requirements.

Additional benefits and programs may also be available through this agency. Contact your Veteran Affairs Counselor for additional information or our Financial Aid Offices.

Kentucky National Guard Tuition Award Program
This program provides awards equivalent to in-state-tuition at eligible institutions to active enlisted members of the Kentucky National Guard. For information contact your commander or Michele Kelley – Kentucky National Guard, Frankfort, Kentucky at 1-502-607-1039.

Kentucky Department of Vocational Rehabilitation
This program provides assistance to individuals who have physical or mental impairments with the goal being to assist these individuals achieve suitable employment and independence. Assistance is in the form of tuition (partial of full) and other services. For information contact Department for Vocational Rehabilitation at 1-800-373-7172 for the office nearest you.

Kentucky Department for the Blind
This program provides vocational rehabilitation assistance to individuals with severe visual disabilities so they may become independent and gain employment. Educational assistance is normally in the form of tuition, fees and books. Other services are available. For information contact 1-800-321-6668.

Kentucky Department of Education sponsors the **Minority Teacher's Scholarship.** It provides a maximum scholarship of $5,000 for minority students enrolled in Kentucky's public institutions who want to become teachers or principals. For further information contact:

Lucian Yates III
Division of Minority Education, Recruitment & Retention
17th Floor 500 Mero Street
Frankfort, KY 40601
Phone: (502) 564-1479

The KHEAA Teacher Scholarship Program provides student aid to highly qualified Kentucky students pursuing initial teacher certification at participating Kentucky institutions. All applicants must be Kentucky residents enrolled full-time unless in the final term of a teacher certification program and less than full-time is required to complete the program. Applicants must demonstrate financial need. If the student does not teach according to the required provisions the scholarship becomes an interest bearing loan. Applications are available at your local college or by calling 1-800-928-8926.

Kentucky Affordable Prepaid Tuition (KAPT) is a plan to help families save for their children's college education. Tuition paid at today's rates will grow to cover rate charges by public institutions. But all current enrollees' funds are said to be secure. To request more information call toll free 1-888-919-KAPT.

The Kentucky Educational Savings Plan Trust (KESPT) can help families save in a planned way for a child's higher education. A Trust account can be opened for the beneficiary at any age; the account owner determines the method, schedule, and amount of contribution. Earnings are exempt from Kentucky taxes and are deferred from Federal taxes until distribution. Deposits can be as little as $25 (or $15 if made by payroll deduction), and the Trust offers competitive savings rates. The younger the child is when participation begins, the better the family will be prepared to meet the growing educational costs. To request more information call toll free 1-877-598-7878.

Martha C. Johnson Tuition Scholarship for Transfer Curriculum Sophomores provides one scholarship to a KCTCS sophomore student (30 hours completed), with a GPA of at least 3.0, with unmet financial need demonstrated by application for financial aid, and documented outside community service and involvement.

To be eligible for the competition students must write a one-page essay about their career choice, personal values and community service. Eligibility will be evaluated by the KCTCS Scholarship Committee.

The Kentucky Colonels Better Life Scholarship provides funds for one student in each of the 16 KCTCS college districts in the amount of $2500 per year for full time attendance in pursuit of a KCTCS associate degree. The SCC Scholarship Committee will select the students. An eligible student must be a single working parent with at least one child under the age of 12. The student must have unmet financial need demonstrated by application for financial aid, and demonstrate enthusiasm for learning and potential for academic success. The scholarship is renewable for a second year if the awardee maintains full time enrollment and satisfactory academic progress toward the completion of their degree as determined by the college scholarship committee.

William Foster Tichenor Tuition Scholarship for a sophomore (30 hours completed and admitted to the nursing program) nursing student. To be eligible the student also must have at least a 2.5 GPA and have unmet need as demonstrated by application for financial aid. A one-page essay about their career choice and personal values must be forwarded to the KCTCS Scholarship Committee for evaluation.

A "Jeff Green Scholar" is a special designation for students who earn a 4.0 grade point average for all four years of high school, beginning with the 1998-99 academic year or later, and attain a 28 or above on the ACT by graduation. Students in the graduating class of 2002 will be the first students who can qualify as Jeff Green Scholars. The title honors the late State Senator Jeff Green from Mayfield who served in the Kentucky General Assembly from 1992-1997.

UMWA/BOCA Training & Education Fund This program is for UMWA employees, their spouses and dependents. It is not a grant or scholarship. Employees must participate by having paid into the fund. For more information contact: Fund Administrator, UMWA/BOCA Training & Educational Fund, 4600 Powder Mill Road, Beltsville MD 20705-2675 or call 1-800-646-3544.

Social Services Programs
Through the local social service agencies, a variety of programs are available to assist students. These include: Kentucky Works (JOBS), which provides training and job-seeking assistance to recipients of the K-TAP program. Assistance is normally in the form of transportation, childcare and other school related expenses, TANF "Temporary Assistance for Needy Families" (AFDC), which provides monetary payments to students and families with dependent children (who may also be students). Other programs may also be available. Please note that programs' names and requirements may change. For

information contact your local Department for Social Insurance offices located in all Kentucky counties.

Workforce Investment Act (WIA)
Students may qualify for help in meeting their educational expenses through the Workforce Investment Act. Prior to enrollment at Somerset Community College, a student should contact their local WIA office to determine eligibility and types of assistance available to them. Students needing more information on WIA may contact the Counseling Center.

AmeriCorps
The AmeriCorps program provides full-time educational awards in return for work in community service. You can work before or during or after your education, and you can use the funds either to pay current educational expenses or to repay federal student loans. For more information call 1-800-942-2677 or write to The Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, D.C. 20525.

Tax Credits
The U.S. Government grants a tax credit for eligible persons and/or their dependent attending college filing a federal tax return. The tax credits are referred to as the HOPE Scholarship and Lifetime Learning tax credit. Please contact your personal tax advisor regarding your eligibility.

Satisfactory Academic Progress (SAP)

Purpose and Scope
Federal regulations mandate that a student receiving financial aid under Title IV programs must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester. Students are responsible for understanding and adhering to the satisfactory academic progress policy.

Satisfactory Academic Progress (SAP) will be measured at the end of each term for all students.

Satisfactory Academic Progress is measured with the following standards:

- Qualitative (cumulative Grade Point Average)
- Quantitative (67% Rule – Earned hours divided by Attempted Hours)
- Maximum Time Frame (150% of required hours for program completion)

The Federal Regulations specify minimum standards for these measures. KCTCS may set stricter standards it its policy.

Qualitative Standard – Grade Point Average (GPA)
KCTCS qualitative standard is determined by the student's earned Grade Point Average (GPA). KCTCS uses a 4-point scale for GPA. Students earning a cumulative grade point average below a 2.0 at the end of a term shall be placed on financial aid probation. Students receiving a GPA below 2.0 for three consecutive terms will be suspended from financial aid.

Quantitative Percentage Standard – (QPS or 67% Rule)
The satisfactory academic progress policy must also include a quantitative measure to determine the number of credit hours attempted and percentage of credit hours completed (passed). The minimum percentage of work a student must successfully complete by the end of each term is 67% of all attempted hours. Students receiving a calculated QPS value below 67% for three consecutive terms will be suspended from financial aid.

Maximum Time Frame (MTF) Standard
Students are expected to complete their degree/diploma/certificate credentials within a Maximum Time Frame (MTF) of 150% of the required number of credit hours to graduate. MTF of 150% includes all classes required for the credential plus 50%.

Example

Maximum Time Frame Rule (Required Classes for Credential plus 50%)		
Credential Hours	Maximum Time Frame Percentage	Attempted Hours Permitted
Associate – 60 hours	150%	90
Diploma – 48 hours	150%	72
Certificate – 30 hours	150%	45

Note: Transferred hours, Repeated classes, Bankrupted hours, Incompletes, Withdrawals, Failed in graded courses, Failed in Pass/Fail courses and Audit (changed from credit to audit after the last day to add a class) count toward maximum time frame and quantitative standards.

Student Aid enrollment status for payment purposes will be established at the close of the 7th calendar day beginning with the first day of class, including weekends but not holidays, or upon file completion whichever is later. Courses added after this date will not be considered for enrollment for student aid purposes but will be counted as attempted for quantitative and MTF standards.

Other Elements

Grades
Grades of "A", "B", "C", "D", "P" and "S" will be considered in determining credit hours earned. Grades of "E", "F", "W", "WF", "WP", "NP", "U", or "I" will not be considered as credit hours earned but, will be considered as hours attempted for the semester.

Failure to Meet the Standards of Academic Progress
If a student fails any combination of three (3) consecutive terms of cumulative qualitative and/or cumulative quantitative standards, their financial aid will be suspended. Students will be suspended even after one term after exceeding maximum time frame.

Appeal Process

If a student is placed on financial aid suspension and have unusual circumstances (illness, death in the family, accidents, etc.) that were a factor in not making satisfactory academic progress s/he has the right to appeal.
- A Satisfactory Academic Progress (SAP) Appeal form must be obtained and submitted to the local KCTCS Financial Aid Office by the student. The Appeal form is also available at the KCTCS Printable Forms web site.
http://www.kctcs.edu/student/financialaidscholarship/web07-08/FA_PDF_Forms.htm
- Documentation supporting the extenuating circumstances must be available for review.
- SAP appeals may be approved/disapproved by the college Financial Aid Director (or designated staff) and if denied the student may request the appeal be forwarded to the college Student Financial Aid Appeals Committee. Decisions made by the Student Aid Committee are final and non-appealable.

The student is responsible for payment arrangements with the institution pending a decision of the appeals committee.

Reinstatement of Aid
If a student was suspended because their cumulative grade point average did not meet the minimum 2.0 grade point average and s/he took additional courses to raise their grade point average to the minimum standard s/he may be reinstated providing they have not exceeded Maximum Time Frame (MTF) and are in compliance with the 67% completion rule. For reinstatement purposes classes must be taken at KCTCS colleges. If the student passes classes at any KCTCS college while on probation or suspension without Student Aid and wish to have SAP re-evaluated, s/he must notify their local Student Financial Aid office in writing.
- As part of the appeal process in granting a MTF extension, the student must provide to their Student Financial Aid office a Financial Aid Degree Audit request certified by a college official listing only those classes required to finish their course of study (or credential). Classes taken but not required to finish the student's chosen credential will not be included in their enrollment calculation for Student Financial Aid eligibility purposes. The Financial Aid Degree Audit form is available at the KCTCS Printable Forms web site:
http://www.kctcs.edu/student/financialaidscholarship/web07-08/FA_PDF_Forms.htm

Repeat Class Policy
KCTCS colleges will use the highest grade when calculating a student's GPA, but it must include the credits from all attempts when calculating maximum time frame (MTF).

Additional Information
1. Student Aid will not be provided for:
   - Courses taken by audit
   - Credit hours earned by placement tests
   - Non-credit course work

2. All transfer hours will count in the attempted hours
3. Grades in legacy software systems (before PeopleSoft) will be used as recorded and reflected on the student's academic transcript.
4. If the student receives a change in a grade for a class he/she must report this to their local Student Financial Aid office in writing for the change to be evaluated into the student's financial aid eligibility record.
5. Developmental remedial course work may receive funding up to a maximum of 30 credit hours according to federal regulations.
6. Dual Enrollment Agreements (also known as Consortium Agreements) allow a student to receive funds for classes taken at more than one college outside KCTCS colleges. These forms are to be completed by the student and the student's "visiting" college and submitted to their local KCTCS home college (where financial aid funds are received; usually the college from which the student plans to graduate). Classes taken at a visiting college (whether at KCTCS colleges or outside KCTCS colleges) must count toward the student's graduation from their awarding college.
7. If a student is admitted "conditionally" she/he may receive student aid for one semester only. No additional aid may be awarded until the student completes an admission file.

Return of Title IV Funds – Refund Policy

Treatment of Title IV Funds when a Student Withdraws
When you receive Title IV grant or loan assistance and withdraw from school during the semester in which you began attendance, and received all W's or, all E's, the school must determine the amount of the Title IV grant or loan assistance (not including Federal Work Study) that you earned as of your withdrawal date or documented attendance date. Unearned Title IV funds **must be returned** to the Title IV Programs.

This policy applies to you if you withdraw, stop attending or are expelled, and refunds are determined according to the following policy:

> The term "Title IV Funds" refers to the Federal Financial Aid Programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized FFELP loans, Subsidized FFELP loans, Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loans, Federal Perkins Loans, FFEL loans, Federal Direct PLUS Loans, Federal Pell Grants, Federal SEOG.

A student's withdrawal date is:

1. The date you began the institution's withdrawal process (as described in the KCTCS catalog),

officially notified any faculty or staff of the college of your intent to withdraw, or
2. The midpoint of the period if you leave without notifying the college; or if you receive all failing grades, or
3. Your last date of attendance at a documented academically related activity. Title IV aid is earned in a prorated manner on a per diem basis up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet and examples used for this calculation can be requested from each KCTCS College's Office of Financial Assistance.

If you find it necessary to withdraw from KCTCS you should do so in writing to the Registrar's Office on campus.

In accordance with federal regulations, when financial aid is involved, refunds are allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct Plus Loans
- Federal Pell Grant
- Federal SEOG
- Other Title IV assistance
- Other Federal sources of aid
- Other, state, private and institutional aid
- Student

Institutional and student responsibilities in regard to the Return of Title IV funds:

1. KCTCS Office of Financial Aid responsibilities in regard to the Return of Title IV funds include:
   - Providing each student with information given in this policy;
   - Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
   - Returning any Title IV funds that are due the Title IV programs.
2. The student's responsibilities in regard to the Return of Title IV Funds include:
   - Returning to Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible to receive as documented by the Return to Title IV Funds Calculation.

Student Services

Student Services

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

Counseling

Somerset Community College provides counseling and guidance services to all students. Qualified counselors are available and prepared to do individual or group counseling and testing. The counselors assist students in setting educational and career goals.

Co-op and Placement

Assistance with co-op, practicums, internships, employment opportunities and job placement is available at Somerset Community College. See the Program Coordinator to obtain details.

Testing

Somerset Community College has been designated as a testing center for administering scholastic examinations. Examinations include the American College Test (ACT), COMPASS, College-Level Examination Program (CLEP), and correspondence study programs for other colleges and universities. Other examinations given at Somerset Community College include the General Educational Development Test (GED), Challenge Exams, and the Special Technical Education Proficiency Exam (STEP). You must be registered for the class in order to take the STEP exam. Please contact Student Assessment Center for a list of examinations or other services offered.

Students with Disabilities

Somerset Community College has coordinators to assist students with their disabilities. Students with disabilities who desire academic/technical accommodations must provide a coordinator with current documentation of their disability including evidence of the need for academic/technical accommodations.

Mary Petry, Coordinator
Somerset Campus North and SCC Centers
Joe Cowan, Assistant Coordinator
Somerset Campus North and Somerset Campus South

Information Technology

Somerset Community College provides computer laboratories for student utilization in accessing the Internet and other software applications required for completion of class projects and research assignments. Students may also utilize the laboratories for retrieval of certain student reports through electronic processes.

Learning Commons

The Somerset Community College Learning Commons 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 Learning Commons is part of the total teaching and learning process, providing information access and services that support the educational and enrichment goals of Kentuckians.
The Learning Commons provides information resources in every format from paper to electronic. The faculty, staff and students have access to a variety of on-line databases. The print collection of the Learning Commons is 44,000 volumes. Thousands of titles in a variety of media are added to the collection yearly and hundreds of periodical subscriptions are maintained.

Services Available

Interlibrary Loan:
SCC students and faculty/staff may use the Interlibrary Loan (ILL) service to borrow books or audio visual materials which the SCC Learning Commons does not own.

Word Processing:
Computers are available for all Learning Commons users. Microsoft Office 2010 is the current application.

Print Accounts:
Students are provided with a Computer Printing Account at the beginning of each semester. Students and community patrons may add money to their accounts at any time for additional printing. This account only applies to printing on campus. Please see the business office.

Book Drops:
A book drop is located on the Somerset Campus for after-hours returns. Do not leave audio visual material (i.e. videos, CDs, DVDs, or cassette tapes, etc.) in the book drop.

Internet:
Internet access is available on each Learning Commons computer. Please see a staff member if you are unfamiliar with the Internet.
All Learning Commons users must comply with the SCC Learning Commons Computer Lab Policy as well as the KCTCS Internet/E-mail Policies.

Wi-Fi:
Wi-Fi access is available at each campus for those who have laptops with wireless capability. Wireless printing is not available.

E-mail:
KCTCS usernames and passwords are required to log on to any Learning Commons computer or to access library databases off-campus.

Policies and Procedures

Right to Know

Somerset Community College supports the intent of the Student Right to Know/Campus Security Act and is committed to providing a safe and secure environment for all students and employees. Several approaches are utilized for crime prevention, such as:

- Burglar alarms
- Key Control Systems
- Light sensors
- Local police patrol
- Motion detection system
- Vacant building/room checks
- Visitor control

Additionally, crime prevention efforts include the dissemination of information on our website..

Conduct that violates the intent of this act and poses an unacceptable risk to members of the college community shall result in appropriate disciplinary action.

Drug –Free Policy

Somerset Community College is committed to providing a safe environment for students, faculty and staff. Somerset Community College has adopted the following drug-free policy: Being under the influence of alcohol or other drugs or the use, possession, distribution, manufacture, or sale of illegal or unauthorized drugs is prohibited and is punishable as a felony offense on campus or within 1,000 yards of campus. Conduct that violates this definition poses unacceptable risks and disregards the health, safety and welfare of members of the community college, shall result in disciplinary action up to and including suspension or termination. Somerset Community College is in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free School and Communities Act amendment of 1989. The Drug-free policy notification is posted at:
http://somerset.kctcs.edu/SRESOURCE_AlcoholSubstanceAbuse.html

Alcohol/Substance Abuse Policy

Somerset Community College abides by the KCTCS policies on Substance Abuse and Alcohol. The policies can be found at the following links:
KCTCS Substance Abuse
http://somerset.kctcs.edu/SRESOURCE_AlcoholSubstanceAbuse.html
KCTCS Alcohol Policy
http://somerset.kctcs.edu/SRESOURCE_AlcoholSubstanceAbuse.html
The KCTCS Code of Conduct also addresses the use of alcoholic beverages in Article V 5.2 #7. The sanctions for this offense can also be found in Article V 5.3.

Sexual Harassment

Commitment to Staff and Students

Somerset Community College is committed to providing a learning environment free from sexual harassment. Therefore, all faculty, staff and students shall avoid offensive or inappropriate sexually harassing behavior and shall be held responsible for assuring compliance with this policy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of the conduct is used as basis for employment or academic decisions; or when sexual conduct has the purpose of substantially interfering with the person's work or academic performance; or when sexual conduct creates an intimidating, hostile, or offensive environment. Examples: Unwanted physical contact; sexually suggestive comments, conduct, objects, media materials; offensive remarks of a sexual nature; sexual assault; unwelcome request for sexual favors; visual displays of degrading sexual images; humor jokes about sexually-related topics; sexually suggestive gesture or sounds; graffiti about a person's sexuality; sexual ridicule; and derogatory stereotyped comments.

Retaliation Prohibited

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

Investigation and Disciplinary Action

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

Reporting

Any complaints of sexual harassment from faculty, staff or students are to be reported to the EEO Coordinator, Counselor, a faculty member, Student Dean, Campus Coordinator, or anyone in a supervisory position.

Training

Sexual harassment brochures are available in the Admissions Office.

HIV/AIDS

HIV/AIDS brochures are available on the Somerset Community College website at www.somerset.kctcs.edu located under the Student Resources tab and then click on the safety and security drop down box.

Student Records

This is to serve notice to all students of Somerset Community College of the rights and restrictions regarding the maintenance, inspection and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA). Somerset Community College offers a wide variety of services to students and requires the maintenance of records concerning students enrolled. The following is a list of the types of records maintained by Somerset Community College for students:

- Academic records from schools attended
- Scores on various standardized tests
- Degrees, diplomas, certificates awarded
- Current academic work completed
- Grades and other faculty evaluations

- Applications for admissions
- Applications and data related to financial aid
- Applications for employment
- Class rosters
- Letters of recommendation
- Academic advisor notes
- Attendance data
- Biographical and identifying information
- Medical data
- Current student status
- Accounts relating to fees
- Academic offenses
- Disciplinary offenses
- Counseling notes

In general, the records maintained by the college are available only to the student, to college personnel with legitimate educational interests, to other institutions where the student is seeking financial aid, and to authorized representatives. However, information may be released by the college to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons. Records may be disclosed without consent to officials of another school in which a student seeks or intends to enroll. Students may inspect and review all records pertaining to them within forty-five (45) days of making requests for the same, except for: (1) records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with the treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student), (2) financial records for the parents, (3) confidential letters and recommendations put in the files prior to January 1, 1975, and (4) confidential recommendations relating to admission, application for employment, or honors, if the student waived his/her right to review such records. Where a particular records cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the records pertaining to that student.

Appeal Procedures
A student who believes that any record maintained by Somerset Community College pertaining directly to that student is inaccurate, misleading, or otherwise violative of the right of privacy of the student as provided by Title IV of Pub.L. 90-247, as amended, and Pub.L. 93-380 as amended by Senate Joint Resolution 40 (1974) may request a hearing before a panel of three persons by the President of KCTCS. The panel may direct that appropriate action be taken to correct, explain, or delete the record(s) challenged. Requests for hearings should be sent to Kentucky Community and Technical College System and will be addressed in a timely manner.

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

In its discretion, a college or KCTCS as appropriate may provide Directory Information in accordance with the provisions of FERPA to include:
• student name
• address
• email address
• telephone number
• date and place of birth
• major field of study
• dates of attendance
• degrees and awards received
• the most recent previous educational agency or institution attended by the student
• participation in officially recognized activities and sports

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

Student Organizations
- Academic Team
- Anime Club
- Archery Club
- Baptist Campus Ministries
- Criminal Justice Student Organization
- East End Gallery Student Council
- Gay/Straight Alliance
- HEARTS
- Humanities/Fine Arts Club
- Martial Arts Club
- Laurel Charter of CJSO
- Laurel PRIDE Club
- Laurel Science/Math Club
- Math and Science Club
- Military Spouse Support Club
- Mu Alpha Theta
- Fruit of the Lens
- Multi-Cultural Club
- Phi Theta Kappa
- Physical Therapy Student Organization
- PRIDE/Ecology Club
- Psi Beta Club
- Psychology Club
- Radiography Student Organization
- Samothrace Club
- Sigma Zeta
- Skills USA – Laurel Campus
- Skills USA –Somerset Campus
- Student Government Association
- The Bridge
- Creative Writing
- Crochet/Knit Club
- Kappa Gamma Chapter of Lambda Nu (National Honor Society for the Radiologic and Imaging Sciences)
- Animal Rescue Friends (ARF)

General Information

Driving
To insure safety to all persons, the speed limit on campus is 25 MPH.

Parking
SCC has an open parking policy. Several parking spaces near the buildings are designated for disabled students. These spaces are secured on an individual basis.

Telephones
Pay phones are located throughout the campus for student use. Office phones and those in faculty offices are for business use only. Please have family members call only in case of emergency.

Books and Supplies
A bookstore is located on the Somerset & Laurel campuses. Most textbooks, workbooks, class and shop supplies can be purchased in the bookstore. Instructors will assist students in locating required items not available through the college. Students are responsible for purchasing books and supplies required.

Cell Phones/Texting

Students should refrain from the use of cell phones and texting during class time. Students are asked to turn off ringers while in class.

Children on Campus
Children must be supervised at all times when on the campuses of Somerset Community College. Children of students are not permitted in classrooms unless prior approval is given by instructor.

Locker Search Policy
Lockers are the property of the college and may be inspected at anytime by a college official.

Food
No food or drink will be allowed in classrooms or in instructional/computer labs. Vending machines are located throughout the buildings. Students must clean up after themselves during breakfast, lunch and breaks. The Student Commons building is equipped with cafeteria facility.

Smoking
No tobacco use or smoking in any buildings. Smoke only in labeled designated areas.   Penalties to students include: First offense- reminder and oral warning; second offense- a written warning, and third offense- formal charges under the Student Code of Conduct that can result in sanctions including suspension and dismissal**.**

Clean –Up
In order to maintain a clean and safe working area, the last part of each period lab classes generally will be used for cleaning the lab/classroom and/or shop with student participation.

Safety and Attire
Students should dress and groom themselves appropriately as if they were employed in business or industry in the specific occupation area. Dress must also be in accordance with specific safety regulations established by the program instructor(s).

Students are required to study general safety rules pertinent to the college and technical program in which they are enrolled. Students who violate or fail to abide by any program safety rules are subject to disciplinary action. College and/or program specific information will be furnished by each technical class.

First Aid
The shops and laboratories are equipped with first aid supplies for minor cuts and bruises. In the case of a more serious condition, the instructor or campus coordinator will determine the course of action to take.

Student Conduct
All students are required to maintain an accepted standard of conduct, which includes courtesy, respect for the rights of others, orderly behavior and compliance with established college policy. Students who fail to do so may be required to discontinue their program. Students may view the Student Code of Conduct at www.somerset.kctcs.edu

Graduation
Graduating students must complete a graduation application at the beginning of their final term. The graduation application also allows the students to participate in the graduation ceremony, order the cap and gown and schedule exit exams. The graduation application is the first step in the degree audit for awarding the certificate, diploma, or degree. The KCTCS Board of Regents prior to the college awarding the credentials must approve all candidates for graduation.

Emergency Procedures
Emergency procedures are located in the safety manual and posted in common areas of each building.

Safety Manual
The college Safety Manual is located at http://www.somerset.kctcs.edu/pdf/Safety%20manual.pdf.

Crisis Management Plan
The college Crisis Management Plan is located at http://somerset.kctcs.edu/pdf/Crisis%20Management%20Plan.pdf.

SNAP is our Safety Notification Alert Process that alerts you to college emergencies and weather related closures by text message on your cell phone. To opt-in, visit kctcs.edu/snap.

Fire Drills

Periodic fire drills and required by state law. Evacuation routes are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a fire drill:

1. Lights out
2. Windows closed
3. Walk rapidly, single file, go to the designated area outside the building
4. Take all personal items
5. Do not wait for others to join you
6. Do not re-enter until the all-clear sound
7. Stay with your group

Earthquake Procedures

Inside Building

- Students within the building at the beginning of an earthquake should remain where they are.
- Students in a classroom or shop area should sit or crouch below level of desks or tables in case large pieces of structural material should fall. If tables or desks are not near, inner walls and doorways will provide the safest places. Stay clear of windows.
- Students in hallways should drop to their knees close to the walls. Bury face in arms. Protect the neck with hands clasped behind the head.

Outside Building

- Students outside the building at the beginning of an earthquake should get a safe distance from the building and away from power lines.
- Students should remain where they are immediately after an earthquake until given further instructions by authorized personnel.
- Under no circumstances should anyone approach or re-enter the buildings until instructed to do so by authorized personnel.

Tornado Drill

When Tornado "Warning" Alarm sounds:

1. All students go to the interior hallways of building.
2. Stay away from window areas.
3. Assume protective positions facing close to interior walls.
4. When danger is imminent, listen for specific commands by designated personnel.
   A. The command: "Everyone down! Crouch on elbows and knees! Hands over back of head!"
   B. Stay in protective position until "all clear" signal is given
   C. After "all clear" signal, return to classroom.

Severe Weather Policy

When weather is such that it could be unsafe for students to attend college, the institution may delay or cancel classes during the winter months when roads are sometimes slick with snow or ice. This information will be announced as early as possible on our website, the following television stations, and on the SNAP Emergency Notification System. To opt-in to SNAP, visit kctcs.edu/snap.

Television
Lexington:
Channel 18 (WLEX) NBC
Channel 36 (WTVQ) ABC
Channel 27 (WKYT) CBS
Channel 56 (WDKY) FOX

Louisville:
Channel 3 (WAVE) NBC
Channel 32 (WLKY) CBS
Channel 41 (WDRB) FOX
Channel 11 (WHAS) ABC

Bowling Green:
Channel 13 (WBKO) ABC

Knoxville, TN:
Channel 10 (WBIR) NBC
Channel 6 (WATE) ABC

Hazard:
Channel 57 (WYMT) CBS

Nashville:
Channel 5 (WTVF) CBS
Channel 6 (WATE)

Attendance Policy

Please consult the class syllabus for each course you are taking to become familiar with the attendance policy. Attendance policies vary within the college.

Email Address Change

All students who are taking at least one credit course will be issued a KCTCS email address. Upon registration the student may use the Somerset Community College or the KCTCS website for instructions on setting up the email address. Student email is our main form of communication. The email may also be used to correspond with instructors and other college personnel.

Bulletin Board

You must seek permission from the Office of Student Affairs before posting material on the college bulletin boards.

Transcripts

Upon written request a student will be issued a transcript. The basic charge for a transcript to be mailed is $5.00. The charge for a transcript on demand is $7.00 and a faxed transcript is $10.00. In order for a transcript to be official it must be mailed to the recipient such as a college or employer. Transcripts are issued only by written request. Transcripts may not be issued to anyone but the student without written permission from the student.

Drop Policy
The drop period is the first five days of the semester. Students should first consult their advisor, and then go to the Admissions Office to have their schedule modified. It is the student's responsibility to notify the Financial Aid Office of schedule changes. Students must also understand that dropping classes may affect the amount of tuition owed and/or financial aid received. Full or part time Veteran benefits and fill time status for medical or auto insurance may also be affected by dropping courses. Please see the term calendar for drop deadlines.

Withdrawal Policy
Once you have registered, the college assumes you will be attending classes. If you find it necessary to withdraw from a class or from college, an official withdrawal form must be completed. Prior to mid-term only, a letter is acceptable for total withdrawal, if you cannot come to one of the campuses to complete the forms. After mid-term the withdrawal form must be signed by your advisor and initialed by the instructors of the courses you are withdrawing from or dropped. Proper withdrawals keep you from receiving failing grades at the end of the term. When you withdraw from a class or classes, you receive a copy of the withdrawal form. Keep this form for your records to prove that a withdrawal was properly completed.

Voter Registration
Students who have reached the age of 18 and have not registered to vote may do so by logging onto the Internet at the KCTCS website. www.kctcs.edu

Student Discrimination Grievance Policy
Students who feel they have been discriminated against or subjected to harassment by students or employees because of their race, color, national origin, sex, sexual orientation, marital status, disability, age religion, beliefs, political affiliation, or veteran status have the right to pursue an informal and/or formal grievance.

Somerset Community College's Equal Employment Opportunity (EEO)/Diversity Coordinators are:

James Davis, Grievance Coordinator
(606) 878-4723

Informal Procedure
Most difficulties can be resolved by talking to someone. Therefore, students are encouraged to discuss these problems promptly and candidly with the EEO/Diversity Coordinator.

Formal Procedure
STEP 1
- Within fifteen (15) business days of learning of the cause of the grievance, the student will file written notice with the EEO/Diversity Coordinator. The student may use the Grievance Form, which is available from the EEO/Diversity Coordinator. The written notice shall identify the nature of the alleged discrimination, the date(s) of occurrence, and the desired result, and shall be signed and dated by the student filing the grievance.

- As soon as possible, the EEO/Diversity Coordinator will initiate an adequate, reliable, and impartial investigation of the grievance.
- Within ten (10) business days of receiving the student's written notice, the EEO/Diversity Coordinator shall respond in writing to the student. The response shall summarize the course of the investigation and determine the validity of the grievance and the appropriate resolution.

STEP 2
- If the student is not satisfied with the coordinator's response, the student may appeal in writing to the College CEO (or designee) within five (5) business days of Step 1 response. The Step 2 appeal must contain all written documentation from Step 1 and the student's written reasons for not accepting the coordinator's response. Within seven (7) business days from receiving the written Step 2 appeal, the College CEO (or designee) will respond in writing to the student as to the action to be taken.

STEP 3
- If the grievance is not resolved to the satisfaction of the student, the student may file an appeal according to the KCTCS Code of Conduct Section 1.2.8.1
- The deadlines established in this procedure may be waived in exceptional circumstances by the College CEO.