

ACADEMIC POLICIES

All students earning a degree at Pikeville College are responsible for and expected to be familiar with the academic policies and procedures outlined in this catalog.

Classification of Students

- **Regular students** are those who have met all admission requirements and have enrolled as degree seeking students.
- **Special students** are those admitted on special conditions, students who have received a baccalaureate degree, or are non-degree seeking students.
- **Full-Time students** are those registered for twelve or more hours in a semester.
- **Part-Time students** are those registered for fewer than twelve hours in a semester.

Students are classified as follows:

Freshmen.....	0-29 semester hours
Sophomores.....	30-59 semester hours
Juniors	60-89 semester hours
Seniors.....	90 semester hours or more

Student Course Load

A normal student load during the fall and spring terms is twelve to eighteen semester hours. Permission to carry an overload (more than 18 semester hours) requires approval from the Academic Advisor, Division Chair, and the Dean of the College or Registrar. Academic overload permits are available in the Registrar's Office. During the summer terms the maximum course load is seven semester hours per term and cannot exceed a total of 13 semester hours.

Course Credit

Academic credit is awarded in terms of semester hours. Some majors will allow semester hours earned in fulfillment of the general education core curriculum to also be counted as part of the major or minor. However, students should not assume that this is always the case. In addition, courses may be utilized to meet requirements in a major or minor, but not in both areas. Students with questions concerning the use of a course to fulfill multiple graduation requirements should consult with their academic advisor. The final determination in these instances will be made by the Registrar, after consultation with the appropriate program faculty and the Dean of the College.

Registration

Registration schedules are posted in advance of each semester and summer term. Students are strongly encouraged to meet with their Academic Advisors during these scheduled registration periods. Students needing assistance with

registration, class selection, transcript evaluation and academic counseling may contact the Registrar's Office at any time. Credit is granted only for courses for which students are properly registered.

Adding a Course

A student may add a course only with the consent of the Academic Advisor. No courses may be added after the deadline set in the academic calendar. Additions become effective only when the properly signed official form is filed with the Registrar's Office.

Withdrawal from a Course

A student may withdraw from any course, except basic skills courses, with consent of the Academic Advisor. Withdrawal from a basic skills course requires approval from both the Developmental Studies Coordinator and the Dean of the College. Withdrawal becomes effective only when the student presents official notice to the Registrar. For withdrawal up to the end of the fifth week of classes during a regular semester, the sixth day of classes for summer sessions I and II, and the end of the third week of classes for summer III, a grade of "W" is given. Refer to the Academic Calendar for specific dates.

A student withdrawing after these dates receives a grade of "WF" or "WP" according to the judgment of the instructor. Students may withdraw from a regular class up to 5:00 p.m. on the last day of classes as noted on the Academic Calendar.

When a student does not officially withdraw from a class or from the College, a grade of "F" is incurred.

Withdrawal from the College

Any student who wishes to withdraw from the College must submit a completed *Withdrawal Form* to the Registrar. Forms are available in the Registrar's Office. As part of the withdrawal process, students are required to meet with their Advisor, members of the Financial Aid Office, Business Office, Student Services Office, and the Dean of the College prior to submitting the form to the Registrar. Grades for courses will be assigned in accordance with the course withdrawal policies and refunds are issued in accordance with the policies outlined in the Financial Information section of the *Pikeville College Catalog*. Withdrawal becomes effective only when the student presents the completed *Withdrawal Form* to the Registrar.

Cancellation of Courses

The College administration reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary.

Course Audits

A student who wishes to audit or take courses without credit must obtain permission from the instructor to be audited and from the Registrar during the first two weeks of a semester. The same registration procedure is followed for courses bearing credit, and the regular semester hour fees are charged. Audited courses cannot be counted toward meeting graduation requirements. Once enrolled as an auditor, and after the drop/add period, the student may not change enrollment to receive credit for the course.

Academic Year/Summer Sessions

The College operates on a semester system. A semester hour is the unit by which academic progress is measured. Pikeville College's academic year comprises two 15 week semesters and summer sessions. A normal student load during the fall and spring terms is twelve to eighteen semester hours. Permission to carry an overload (more than 18 semester hours) requires approval from the Academic Advisor, Division Chair, and the Dean of the College or Registrar. Academic overload permits are available in the Registrar's Office. During the summer terms the maximum course load is seven semester hours per term and cannot exceed a total of 13 semester hours. Full-time students at Pikeville College may not enroll at another institution without prior permission from their Academic Advisor, the Division Chair, the Registrar, and the Dean of the College.

Grading System

Pikeville College uses the letter system of grading:

Grade	Definition	Point/Hour Value
A	Excellent	4 points per earned hour
B	Good	3 points per earned hour
C	Average	2 points per earned hour
D	Passing	1 point per earned hour
F	Failure	0 points per attempted hour
I	Incomplete*	0 points per attempted hour
IPB	Incomplete Proficiency Based*	0 points per attempted hour
Q	Quit (Administrative Withdrawal)	0 points per attempted hour
W	Withdrew*	0 hours, 0 points
WP	Withdrew Passing*	0 hours, 0 points
WF	Withdrew Failing	0 points per attempted hour
P	Pass*	Hours earned only
Au	Audit*	0 hours, 0 points

* Not used in computing the grade point average.

Grade Point Average (GPA)

The grade point average (GPA) is computed by dividing the total number of quality points by the total number of hours attempted. Semester hours earned and those for which a grade of "F", "WF", or "Q" is recorded comprise the

number of semester hours attempted. Courses for which students receive grades of “W” or “WP” are not included in the grade point average computation.

A student in good academic standing has an overall average of “C” or better, represented by a GPA of 2.00 or higher and 2.00 or higher, in the major field. Students must earn a “C” grade or better in all required major, minor, or area of concentration classes in order to earn a degree. Please note that certain majors may require a GPA greater than 2.00 to remain in good standing.

Incomplete Grade

A grade of “Incomplete” is assigned only in instances where work is not completed because of serious illness, accident, death in the immediate family, etc. Additionally, in English 111 a grade of “IPB” may be assigned based on the proficiency writing exam at the end of the course. The IPB (proficiency based) is treated in all other respects as an “I” grade.

Before an “I” grade can be given, the appropriate form must be completed and approved by the student, the faculty member, the Division Chair, and the Dean of the College. Courses in which a student receives a grade of “I” must be completed within sixty calendar days from the last day of final exams; otherwise the grade becomes an “F.” The responsibility rests with the student to complete the work within the allotted time.

The grade of “I” does not count as credit hours earned and may in some circumstances influence a student’s eligibility for financial aid.

Semester Grade Reports

Faculty members will prepare a syllabus for each course taught that clearly states the course requirements and methods of evaluation. Syllabi for courses will be distributed to students at the beginning of each semester.

Semester grade reports are issued by the Registrar’s Office at the end of each semester and summer session.

Mid-Term Deficiency Reports

The mid-term grades are of value to the students. They serve as a warning concerning unsatisfactory academic performance to date. Students working below a “C” level will be issued mid-term deficiency reports. Mid-term grades are not entered on the student’s permanent record.

Class Attendance

Students are expected to attend all classes in which they are enrolled. Course attendance policies are determined by the instructor and will be communicated to students as part of the course syllabus provided at the beginning of the semester.

It is the student's responsibility to know the policy on attendance for each course in which he/she is enrolled. A student who violates this policy is subject to receive a grade of "F".

Students with excessive absences may be referred to the Student Services Counselor for assistance in improving their class attendance and performance.

Repeating a Course

A student who receives a grade of "D", "F", "WF", or "Q" in any course has the option to repeat the course twice. The student will notify the Registrar of his or her intent to repeat a course. Only the grade received on the final attempt will be used for calculating the cumulative grade point average and for meeting degree requirements. However, the student's transcript will show all attempts and will indicate that the course was repeated.

A student with a grade "C" may repeat the course for credit only once. A student with a grade of "B" may not repeat the course for credit. A course repeated at another institution will not affect the Pikeville College GPA.

Academic Due Process-Course Grade Appeal

1. **Meeting with Faculty Member:** A student who seeks appeal of a final course grade will first speak with the instructor concerned. If the instructor determines that a miscalculation resulted in an incorrect grade or that new and compelling evidence warrants a different grade, the instructor will submit a request for a change of grade to the Division Chair. If this request is approved by the Division Chair, it will be forwarded to the Dean of the College for final approval and action by the Office of the Registrar.
2. **Meeting with Division Chair:** A student wishing to proceed further with an appeal will then speak to the Division Chair. The Division Chair should keep a written record of all discussions and forward a copy to the Dean of the College. If there is any question about the decision reached in this conference, the aggrieved student will request a meeting with the Dean of the College.
3. **Conference:** Upon receiving a student's request, the Dean of the College will call a conference with the student, the instructor, and the Division Chair. If a satisfactory solution is not found, the appeal will continue. The Dean of the College will keep a written record of this conference.
4. **The Hearing**
 - a. If the student wishes to proceed further on the appeal, he/she will register his/her grievance on a "Request for Hearing" form obtained from the Registrar's Office. The "Request for Hearing" form must be filed within 60 calendar days following the beginning of the next regular fall or spring

semester after the grade in question was assigned. Grade appeals will normally be heard only during fall or spring semesters, although the Executive Committee may determine to hear an appeal during summer or during school breaks if, in its judgment, the student's academic situation warrants it and if the necessary faculty members are available.

- b. The Committee: The Committee shall consist of the elected members of the Executive Committee and two students selected by the Student Government Association. In any proceeding, faculty and student representatives from the Division involved in the grievance shall be excluded. In addition, either the student or the faculty member may request the removal of any person from the Committee. The Committee will decide if a reasonable basis exists for this request.
- c. Selection of Chair: The Chair of the Executive Committee will sit as Chair of the Committee unless disqualified; in which case, the Committee will select a Chair by a simple majority of votes in a secret ballot.

The Chair will:

- i. have full voting rights,
 - ii. determine the status of all observers,
 - iii. set reasonable time limits for presentation and discussion,
 - iv. rule on the admissibility of evidence, and
 - v. be responsible to rule on such other questions as may arise.
- d. Notice of Hearing: The Committee Chair will call the hearing within 10 working days after the receipt of the "Request for Hearing" form. Either the student bringing the appeal or the faculty member concerned may request, in writing, a time extension of up to thirty calendar days. The extension will automatically be granted. Further time extensions may also be granted, but only with the approval of the Executive Committee. Notices of date, time, and place will be sent to the Executive Committee, the student, the instructor, the Division Chair, and the Dean of the College.
 - e. Conducting the Hearing: The hearing will be conducted in an orderly impartial manner. The student bringing the complaint and the faculty member involved will have the right to participate in the discussion. Each will have the right to be accompanied by an advisor from the college community

- (current student, faculty member, or administrator). The advisor may verbally participate in the proceedings.
- f. **Recording the Hearing:** The hearing will be recorded and the recording retained by the Dean of the College. This recording will be kept in confidence and will be destroyed one calendar year after the decision of the Hearing Committee.
 - g. **Committee Deliberations:** The Committee, in closed session, will carefully consider all of the evidence. In reaching its findings and recommendations, the Committee will consider the reliability of the witnesses and the authenticity and accuracy of the documented evidence regarding the point at issue. The Committee will make its decision solely on the basis of the evidence presented at the hearing. The decision of the Committee shall be final.
 - h. **Committee Report:** The Committee will prepare and sign a written report of its findings and decision. The report will be sent to the Executive Committee, and copies of the report will be sent to the Dean of the College, the Division Chair, the instructor, and the student.
5. **Conclusion:** The Registrar will inform the student and the instructor of the decision's effect upon the grade.

Admission to a Major

Students wanting to be admitted to a major must complete a *Change of Student Academic Status Form* available from the Registrar's Office. Students admitted to a major will be assigned an advisor by the Registrar. Though students who have previously expressed an interest in an academic field may have been assigned a faculty advisor within that discipline, they are not admitted to the major until their *Change of Student Academic Status Form* has been submitted to the Registrar's Office. Please note that admission to certain majors requires a separate application and admissions process for acceptance.

Change of Major

Students wanting to change their major must complete a *Change of Student Academic Status Form* available from the Registrar's Office. Students admitted to a new major will then be assigned an advisor by the Registrar. Though students who have previously expressed an interest in an academic field may have been assigned a faculty advisor within that discipline, they are not admitted to the new major until their *Change of Student Academic Status Form* has been completed and processed by the Office of the Registrar.

Academic Probation

In order to be in good academic standing at Pikeville College, a student must maintain a minimum cumulative average of 2.00 each semester. Students

failing to do so will be placed on academic probation. A student on academic probation may not enroll for more than thirteen credit hours per semester.

Academic Dismissal

Students are subject to academic dismissal if they fail to raise their cumulative grade point average to a 2.00 following a semester of academic probation. Students are also subject to academic dismissal if they fail to achieve a 1.00 grade point average (a “D” average) at the end of a semester.

Readmission

Any student who wishes to be readmitted must apply for readmission through the Office of Admissions.

A student dismissed for academic reasons must present a petition to the Committee on Readmission to be considered for reinstatement. The letter of petition must explain why the student has failed to succeed academically and demonstrate a workable plan to ensure academic success if readmitted. The following readmission options are available to students:

1. Reapply for admission to the College after a semester has passed since the date of dismissal and describe their activities since dismissal.
2. Earn a minimum of six semester hours with a “C” average at another accredited college then reapply for admission to the College.
3. After a second dismissal, the student must enroll full-time in appropriate courses elsewhere at an accredited college or university for at least one semester with a “C” grade or higher in all courses to be considered for readmission.

Students who have been readmitted after academic dismissal may be required to abide by a Readmission Contract which may specify one or more required activities or behaviors, such as an appropriate rate of class attendance. Failure to abide by the Readmission Contract may result in the immediate dismissal of the student.

Disciplinary Dismissal

Inappropriate behavior in the classroom, clinical, field experience, or campus setting which seriously disrupts the learning process, endangers the health or safety of persons, or involve the destructive use or neglect of facilities will result in disciplinary action up to and including dismissal. Students dismissed for disciplinary reasons who wish to return must apply for reinstatement through the Office of Student Services.

Students who have been readmitted after Disciplinary Dismissal may be required to abide by a Readmission Contract which may specify one or more required activities or behaviors. Failure to abide by the Readmission Contract may result in the immediate dismissal of the student.

Academic Amnesty

Any currently enrolled full-time Pikeville College student whose GPA falls within the academic probation or dismissal range and who has been out of attendance at least two consecutive years immediately past, may petition the Executive Committee for academic amnesty (forgiveness) for course(s) previously taken at Pikeville College. Petitions for academic amnesty must be made during the first semester of a student's return to Pikeville College. Action will be taken on the petition only after the student has successfully completed 12 semester hours with a 2.0 GPA or better.

Academic Amnesty may be granted for a maximum of two semesters of work. Courses taken during amnesty semesters and passed with a grade of "C" or higher may be used to satisfy prerequisites and major/minor or general core studies requirements. However, courses passed during the amnesty term(s) will not be used to calculate total GPA or to apply toward the minimum total hours required for the bachelor or associate degree.

Academic Amnesty may be granted only once and, once granted, is irreversible. Amnesty may not be used to improve the GPA for consideration for graduation with honors.

Academic Honesty

Pikeville College is an academic community, and like all other communities, it can function properly only if its members adhere to clearly established goals and values. Essential is the commitment to the principles of truth and academic honesty. In order to articulate fully its commitment to academic honesty and to protect members of its community from the results of dishonest conduct, Pikeville College has adopted the following policies to deal with cases of academic dishonesty.

Academic dishonesty includes, but is not limited to, the following acts:

- (a) **Cheating**: intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.
- (b) **Plagiarism**: the deliberate or accidental taking of another's ideas work, or words as one's own without properly documenting or crediting the original source in any academic exercise.
- (c) **Fabrication**: the deliberate falsification or invention of any information or citation in an academic exercise.
- (d) **Facilitating Academic Dishonesty**: intentionally or knowingly helping or attempting to help another violate any provision of this policy.

If an act of academic dishonesty is determined to have occurred, sanctions will be imposed depending on the perceived intent and extent of the offense.

Possible sanctions may include, but are not limited to, the following:

- (a) giving a warning;
- (b) reducing the grade for the academic exercise;
- (c) giving an "F" or zero for the academic exercise;
- (d) giving a failing grade in the course with the inability to withdraw;
- (e) reporting the matter to the Vice President for Academic Affairs/Dean of the College for further possible action.

Advanced Placement Credit

Students may earn up to fifteen semester hours of credit through the Advanced Placement Program of the College Entrance Examination Board. To receive course credit, a student must have a 4 or 5 on an Advanced Placement Exam. Under certain circumstances and with the approval of the appropriate instructors, a score of 3 may be considered sufficient for course credit. Questions regarding Advanced Placement credit should be directed to the Registrar.

CLEP Credit

The College may grant up to thirty semester hours credit through the College Level Examination Program (CLEP). The specific Pikeville College course equivalency and number of credits earned will be determined by the Division Chair and the Dean of the College.

Conditions which apply to credit by examination are:

1. Only admitted students are eligible for credit by examination.
2. Credit earned by examination is recorded without a letter grade; hence, it has no effect upon the student's overall grade point average.
3. A student may attempt to earn credit by examination in a particular course only one time.
4. Students wanting to earn credit by examination in a course previously attempted and failed, must have approval from the Dean of the College.
5. A student may not take a CLEP examination for a course in an area in which advanced course work has been completed.
6. A student who has completed sixty semester hours or more must have the approval of the Dean of the College before attempting a general CLEP examination.

Information about CLEP credit may be obtained from the Office of Academic Affairs.

Work Experience Credit

After a student has earned a minimum of sixteen semester hours at Pikeville College, a maximum of fifteen semester hours of credit may be granted for prior work experience related to the student's area of academic concentration. Work experience credit is based on documented learning that demonstrates

significant achievement related to the outcomes and objectives for the specific course in the degree program. The appropriate form for requesting work experience credit and the criteria for awarding credit may be obtained from the Registrar's Office. Only one course and one activity per course may be listed in each request. The student's advisor, the Chair of the appropriate division, and the Dean of the College must concur in the determination of the credit to be granted in each individual case.

Once credit is granted, the Dean of the College sends a copy of the approved equivalent courses and credit hours to the Registrar. The Registrar records the notation "Work Experience Credit," followed by the appropriate course(s) and credit hours on the transcript. The number of hours is noted as "Hours Earned" and no quality points or grades are recorded. Neither "Hours Attempted" nor the grade point average includes work experience credit hours.

Students requesting work experience credit should refer to the Tuition Section of the *Pikeville College Catalog* for applicable fees.

Credit by Examination

Applications for students wishing to receive credit by examination are available in the Office of the Registrar. A maximum of fifteen semester hours credit can be granted through credit by examination. The grade of "P" will be recorded on the student's permanent record and will be credited toward graduation requirements.

Students applying for credit by exam must:

1. give evidence of a satisfactory academic or work experience background for the course.
2. have the approval of the appropriate Division Chair and the Dean of the College, and
3. pay any applicable fees. (See Financial Aid Information in *Pikeville College Catalog*).

Proficiency Examinations

Requests to take proficiency exams are made through the appropriate Division Chair. Students may be excused from taking courses or may qualify for enrollment in advanced courses by demonstrating proficiency in the subject matter through proficiency examinations administered by the division in which proof of proficiency is sought. No credit is given for the successful completion of a proficiency test, but it does permit a student to be exempt from a requirement. However, there is no reduction in the total number of credits needed for graduation.

Credit from Correspondence Course

The College will accept a maximum of twelve semester hours of credit for correspondence courses from other accredited institutions in which a grade of "C" or better has been earned. Approval to take such courses must be obtained in advance from the Dean of the College upon the recommendation of the student's Academic Advisor and the Division Chair in the academic discipline.

Permission to Study at Other Institutions

Full-time students enrolled at Pikeville College may earn up to six semester hours at other institutions. Permission to study at other institutions must be obtained from the Academic Advisor, Division Chair, the Registrar, and Dean of the College. Under certain conditions, special permission may be obtained to extend this limit. Repeating a course at another institution will not change the grade received at Pikeville College for the same course. For further information, the students are advised to consult with their Academic Advisor and with the Dean of the College.

The College will grant transfer credit for courses taken by students during military service upon receipt of an official military transcript of record. Evaluations of such credits will be based upon standards set by the *American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services*.

Transcript of Record

Requests for transcripts must be made in writing to the Office of the Registrar. The request should include class or dates of attendance, full name, any former names, Social Security number, date of birth, and ID number. The College will exercise the right to withhold the transcript of any student with outstanding financial obligation to the College.

Upon request, official transcripts will be mailed directly to other institutions or agencies. Requests must specify the office and/or person to which the transcript is to be sent. Under special conditions, an official transcript, in a sealed envelope with the Registrar's signature over the seal, may be given to a student. Transcripts given directly to students will be stamped "Issued to Student."

Confidentiality of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Pikeville College students have the right to inspect and review their official records, files, and data, including all materials incorporated in their cumulative record folder.

Students have the right to request a hearing to challenge the contents of these records to insure that they are accurate and do not violate the student's rights. Students may also correct, amend or supplement their records.

The only information that will be released concerning students will be directory information, as defined in the Act, unless the student has specifically waived rights guaranteed under this Act.

Student Responsibility

Each student is responsible for being informed of the academic regulations and requirements set forth in the *Pikeville College Catalog*, including all changes approved by the Faculty, and of the official Pikeville College policies and procedures set forth in the *Pikeville College Student Handbook* and other appropriate publications. Lack of knowledge does not excuse failure to meet the requirements or to comply with regulations contained in these publications.

Dean's List

To publicly acknowledge the high scholastic achievement of its students, the College follows the traditional practice of publishing a Dean's List at the end of each semester. To be eligible for the Dean's List, a student must complete twelve semester hours with no failures and earn a minimum semester grade point average of 3.50. Students enrolled for six or more semester hours are eligible for the part-time student Dean's List. Both lists are announced by the Dean of the College after the close of each semester.

Graduation with Honors

Honors are based on the cumulative grade point average for performance at Pikeville College. To be considered for honors at commencement, a minimum of sixty semester hours for the baccalaureate degree and thirty semester hours for the associate degree must have been completed at Pikeville College. Students who have a scholastic standing of 3.5 or higher are eligible to graduate with honors in the categories listed below.

Baccalaureate Degrees

Cum Laude

The degree will be awarded cum laude to candidates who have a grade point average of 3.50-3.69.

Magna Cum Laude

The degree will be awarded magna cum laude to candidates who have a grade point average of 3.70-3.84.

Summa Cum Laude

The degree will be awarded summa cum laude to candidates who have a grade point average of 3.85-4.00.

Associate Degrees

Honors

The degree will be awarded with honors to candidates who have a grade point average of 3.50-3.75

High Honors

The degree will be awarded with high honors to candidates who have a grade point average of 3.76-4.00

Awards

The Dr. W.C. Condit Award, established in 1909, is presented each year to the member of the graduating class who has achieved the highest scholastic standing throughout their entire college career. The Margaret E. Record Award is presented to the member of the graduating class who has achieved the second highest standing. Each award requires the graduate to have taken at least ninety-six semester hours toward graduation at Pikeville College.

Academic Advising

Pikeville College takes great pride in the emphasis placed on assisting individual students in assessing their academic backgrounds and aptitudes, in planning career goals and objectives, in encouraging the successful completion of academic goals, and in actively participating in the learning process both in and out of the classroom.

The College Registrar assigns students Academic Advisors in their intended field of study. Students who have not chosen a major are assigned advisors with experience and expertise in working with undecided students. Students placed in developmental courses are assigned special advisors to assist them in the selection of appropriate classes.

Each faculty member will have posted office hours to work with advisees and with students in their courses. Students who have questions about courses or academic programs should seek assistance from their Academic Advisor, their instructors, the Registrar, or the Dean of the College.

Student Services Counselor

The Student Services Counselor serves as an initial point of contact and referral for students with academic, social, or financial problems. A student experiencing difficulties should contact the Student Services Counselor to schedule a meeting. The student and counselor work together to identify possible options that address the student's needs.

Allara Library

Frank M. Allara Library offers students, faculty and staff a wide range of resources and services. The library maintains a collection of approximately 80,000 books and over 300 periodical titles in print and microform. As a member of both the Appalachian College Association and the Kentucky Virtual Library, Allara Library offers electronic access to over 13,000 journal titles and 110,000 E-Books. All electronic resources are accessible from anywhere on campus, including residence halls and labs. Resources not available on campus are easily obtained through InterLibrary Loan services, and librarians are available to assist students with research. The Library provides a quiet place to study on the top two floors and computer and database access on the first floor.

The Tutoring Center

Staffed by members of the faculty, staff, and student body, the Tutoring Center provides free peer tutoring services to Pikeville College students. Students experiencing academic difficulty are encouraged to apply early and to continue with tutoring throughout the semester.

To apply for a tutor, students must fill out an application and supply a list of times they are available for tutoring. The initial meeting between a tutor and the student will be arranged by a Tutoring Center staff member. From then on, the tutor and student will continue to meet as needed.

Students interested in becoming peer tutors must apply for the position. The Tutoring Center staff will review each application as well as the academic qualifications of those wishing to tutor.

The Tutoring Center, located in Allara Library, Room 001, is open Monday through Friday. Students should check at the Center for current hours of operation.

The Writing Center

The Pikeville College Writing Center supports the Writing Across the Curriculum Program by assisting students in writing and providing writing resources and workshops for faculty. One-on-one tutoring in writing is provided in all disciplines by students selected for their academic interests, achievements in writing and qualifications as peer tutors.

The Writing Center is located in the Allara Library, room 013, and is open Monday through Friday on a drop-in basis. Students should check at the center for current hours of operation. Students may also request an appointment for assistance by filling out a *Tutor Request Form*.