Academic Services

Introduction

KCTCS colleges offer AA, AS, and AFA degree programs which allow students to tailor and complete a general course of study to meet their interests and to fulfill the general education requirements of the first two years of bachelor degree programs; AAS occupational/technical degree programs to meet workforce needs and which may be transferable to a bachelor degree; occupational/technical diplomas and certificates that are also aligned with workforce needs; high school dual credit courses; and continuing education and community service opportunities.

All students are encouraged to utilize the advising and transfer services available to complete programs of study at KCTCS, and to plan for lifelong and continuing education to support academic and career goals. Advising and transfer services are available to help facilitate students' progress and success.

Academic Advising

Academic advising is an essential element of the total educational experience and is available to every KCTCS student. Whether a student is seeking credentials exclusively from KCTCS or plans to use the education obtained at KCTCS to pursue a higher degree at another institution, academic advising is critical. Advisors strive to assist students in obtaining accurate information about academic requirements, long- and short-term educational planning, and resources available to assist students in advancing their academic and professional goals. Students with specific plans should contact an advisor at the local KCTCS college as soon as these goals are identified for the most effective advising and planning. In order to receive academic advising students should consult the local KCTCS college for information. Students can also refer to the Transfer Contacts listed on pages 59 to 61 on the KCTCS web site at: kctcs. edu Search words: Transfer Contacts to assist with transfer planning at KCTCS and a four-year university.

Although academic advisors provide assistance, students are responsible for knowing institutional policies, procedures, requirements, and seeking out assistance when needed.

General Education Certifications

Students with defined professional/career goals requiring a bachelor's degree may choose to begin their education at a community college then transfer to any four-year college or university. The General Education Transfer Policy is in place between all public colleges and universities in Kentucky, and guarantees the transfer of general education courses as follows:

Fully General Education Certified

Students who have completed a general education program of 48 credit hours which includes the 33 credit hour Core and all additional institution-specific general education courses (15 credit hours) and who are in good academic standing will be "fully general education certified". Students may then transfer these hours altogether as a block. Students must fulfill any additional general education requirements of the receiving institution that have not been satisfied through the courses in the core or through additional KCTCS college courses.

Core Certification

Students in good academic standing who have completed the 33-credit hour core component in the five subject areas specified in the General Education Transfer Policy will be "core certified." Students may then transfer these hours in a block, but must fulfill any additional general education requirements of the receiving institution that have not been satisfied through the courses in the core or through additional KCTCS college courses.

Category Certification

Students in good academic standing who have completed only some categories in the 33-credit hour core component will be certified for those categories they complete. For example, a student who has completed the nine-hour Social Interaction requirement of the AA/AS degree may be certified as having met the General Education Transfer Policy's nine-hour Behavior/Social Science requirement. Students with "category" certification and/or additional coursework must fulfill the remaining general education requirements for the bachelor degree program.

If you have questions about the General Education Transfer Policy, please contact your college's Transfer Contact. Completed general education certifications are automatically printed on the official transcript. If the requirements for certification have been completed, but the appropriate certification is not printed on the transcript, contact the college registrar's office to request the appropriate certification be added to your transcript and request an additional transcript including the certification.

NOTE: Changes to statewide the General Education Transfer agreement which will be in place Fall 2012 will impact the KCTCS General Education requirements and degree requirements.

Transfer to Baccalaureate Institutions

All students are encouraged to complete a program of study at KCTCS and to consider transferring to a bachelor degree program to further their academic and career goals. The AA and AS degrees include a substantial amount of general education courses and are designed to accommodate transfer. KCTCS has developed a number of transfer agreements to assist students completing AA, AS, and AAS programs to transfer to bachelor degree programs. A list of these transfer agreements can be found at the KCTCS web site at: kctcs.edu Search words: Transfer Agreements.

Transfer Contacts and Services

There are a number people available to assist students with information about planning and resources for transferring to a bachelor's degree program. Students who are interested in transferring, or who just have questions about transferring, are encouraged to seek information as soon as possible. Each KCTCS college provides transfer services and has at least one transfer contact to assist students. Each public and private postsecondary institution in Kentucky also has staff to provide information to KCTCS students about transferring to that specific institution. Students are encouraged to talk with transfer contacts at their KCTCS college as well as transfer contacts at the college or university to which they want to transfer. A short list of public university transfer contacts is included below for quick reference. A complete list of transfer contacts at each KCTCS college and public and private colleges/universities in Kentucky is available at the KCTCS web site at: kctcs.edu Search words: Transfer Contacts.

KCTCS Transfer Contacts

Chancellor's Office

Nicole McDonald

System Director for Transfer and Retention

300 North Main Street

Versailles, KY 40383 (859) 256-3389

nicole.mcdonald@kctcs.edu

Ashland Community and Technical College

Transfer Services

College Drive Campus - Room G101 Technology Drive Campus - Room 157

Transfer Contact

Cris McDavid

Associate Dean of Advising and Retention Ashland Community and Technical College 1400 College Dr. Ashland, KY 41101 (606) 326-2003

Jim Jagielo

Admissions Advisor

cris.mcdavid@kctcs.edu

Ashland Community and Technical College

1400 College

Ashland, KY 41101

(606) 326-2028

(800) 928-4256

jjagielo@kctcs.edu

Big Sandy Community and Technical College

Transfer Services

Prestonsburg Campus - Counseling Center, Student Center Building Pikeville Campus - Counseling Services, N 105J

Transfer Contact

Jeffrey T. Hicks

Counselor

Big Sandy Community and Technical College

One Bert T. Combs Drive

Prestonsburg, KY 41653

(606) 886-3863

(888) 641-4132

jeffery.hicks@kctcs.edu

Jimmy Wright

Interim Dean of Student Affairs

Big Sandy Community and Technical College

One Bert T. Combs Drive

Prestonsburg, KY 41653

(606) 886-7347

(888) 641-4132

jimmy.wright@kctcs.edu

Bluegrass Community and Technical College

Transfer Services

BCTCTransfer Center

Cooper Campus, Room 100B Academic and Technical Building

Transfer Contact

Angel Clay

Director, Transfer Center Bluegrass Community and Technical College 100B A.T. Building, 470 Cooper Drive Lexington, KY 40506 (859) 246-4620

Becky Critchfield

Transfer Advisor 100B A.T. Building 470 Cooper Drive Lexington, KY 40506 (859) 246-4620

www.bluegrass.kctcs.edu/transfer_center.aspx

Bowling Green Technical College

Transfer Services

Transition Center

Main Campus, Building A

Transfer Contact

Denna White

Director of Admissions Bowling Green Technical College 1845 Loop Drive

Bowling Green, KY 42101

(270) 901-1001 (800) 790-0990

denna.white@kctcs.edu

Elizabethtown Community and Technical College

Transfer Services

Counseling and Transfer Center Main Campus, Room 106 CRPEC Building

Transfer Contact

Sharon Spratt

Director of Counseling Elizabethtown Community and Technical College 600 College St. Rd. Elizabethtown, KY 42701 (270) 706-8478

Gateway Community and Technical College

Transfer Services

Student Support Services

sharon.spratt@kctcs.edu

Edgewood Campus, Student Services Center Building

Transfer Contact

Sherry Parsons

Counselor

Gateway Community and Technical College

1025 Amsterdam Road Covington, KY 41011

sherry.parsons@kctcs.edu

Lisa Mohr

Associate Dean

(859) 442-1623

Gateway Community and Technical College

Boone Campus (859) 442-1183 lisa.mohr@kctcs.edu

Hazard Community and Technical College

Transfer Services

Career and College Transfer Center Main Campus, Jolly Classroom Center Building

Transfer Contact

Renee Back

Coordinator

Career and Transfer Center

Hazard Community and Technical College

One Community College Drive

Hazard, KY 4170

606-487-3155

renee.back@kctcs.edu

Henderson Community College

Transfer Services

Success Center

Green Street Campus, Sullivan Technology Building

Transfer Contacts

Cary ConleyAdmissions Counselor Henderson Community College 102 Admin. Bldg., 2660 S. Green St.

Henderson, KY 42420

(270) 831-9610

cary.conley@kctcs.edu

Hopkinsville Community College

Transfer Services

Transfer Center

Main Campus, Technology Center Building

Transfer Contact

Kanya Allen

Career Services Coordinator Technology Center Building

Career and Transfer Center, Room 216

(270) 707-3827

kanya.allen@kctcs.edu

Jefferson Community and Technical College

Transfer Services

Transfer Center

Downtown Campus - JEC Building

Southwest Campus - Community Center Building

Transfer Contact

Donna Edgar

Director of Academic Advising & Transfer Jefferson Community and Technical College

109 E. Broadway

Louisville, KY 40202

(502) 213-2119

donna.edgar@kctcs.edu

Michelle Thompson

Jefferson Community and Technical College

Transfer Advisor 109 E. Broadway

Louisville, KY 40202

(502) 213-2285

michelle.thompson@kctcs.edu

Madisonville Community College

Transfer Services

Transfer Center

North Campus, John H. Gray Building

Transfer Contact

Sherry Hewell

Career and Academic Planning Center Madisonville Community College John H. Gray Building, Room 171 Madisonville, KY 42431

(270) 824-8666 (866) 227-4812

sherry.hewell@kctcs.edu

Maysville Community and Technical College

Transfer Services

Transfer Center

Main Campus, Administration Building

Transfer Contact

Billie BarbourTransfer Coordinator

Maysville Community and Technical College

1755 US 68

Maysville, KY 41056

(606) 759-7141, ext. 66182

Billie.barbour@kctcs.edu

Owensboro Community and Technical College

Transfer Services

Student Transfer and Educational Planning Center

Main Campus, Campus Center Building

Transfer Contact

Sandy Carden

Registrar

Owensboro Community and Technical College

4800 New Hartford Road

Owensboro, KY 42303

(270) 686-4536

(866) 755-6282

sandy.carden@kctcs.edu

Katie Ballard

Career Resource and Transfer Counselor

4800 New Hartford Road

Owensboro, KY 42303

(270) 686-4529

katie.ballard@kctcs.edu

Somerset Community College

Transfer Services

Transfer Center

Somerset Campus, Harold Rogers Student Commons

Laurel Campus North, Building 1

Transfer Contact

Karen McClain Wright

Director of Professional and Organizational Development

Somerset Community College

Student Commons Bldg. Room 208B, 808 Monticello Rd.

Somerset, KY 40506

(606) 451-6703

karen.wright@kctcs.edu

Betty Nichols

Administrative Assistant, Transfer Center

Somerset Community College

Student Commons Bldg., Room 208A, 808 Monticello Rd.

Somerset, KY 42501

(606) 451-6651

betty.nichols@kctcs.edu

 $www.somerset.kctcs.edu/GET_Transfer_FromSCC.html$

Southeast Kentucky Community and Technical College

Transfer Services

Transfer Assistance Center

Cumberland Campus, Newman Hall

Middlesboro Campus, Administration Building

Whitesburg Campus, Allied Health Building

Harlan Campus, Administration Building

Transfer Contact

Ron Brunty

College Counselor

Southeast Kentucky Community and Technical College

2 Long Avenue

Whitesburg, KY 41858

(606) 589-3320

(888) 274-7322

ron.brunty@kctcs.edu

Joe Sutton

Counselor

Southeast Kentucky Community and Technical College

1300 Chichester Ave.

Middlesboro, KY 40965

606 248-0768

joe.sutton@kctcs.edu

West Kentucky Community and Technical College

Transfer Services

Transfer Center

Main Campus, Anderson Technology Building

Transfer Contact

Jerry Anderson

Director of Advising

West Kentucky Community and Technical College

106 Anderson Bldg.

P.O. Box 7380

Paducah, KY 42002

(270) 534-3266

jerryl.anderson@kctcs.edu

Sandra Tucker

Director of Distance Education Advising

West Kentucky Community and Technical College

106 Anderson Bldg.

P.O. Box 7380

Paducah, KY 42002

270-534-3263

sandra.tucker@kctcs.edu

Public University Transfer Contacts

Eastern Kentucky University

Keith Grob

Office of Admissions

(859) 622-1555

(800) 465-9191

keith.grob@eku.edu

Kentucky State University

Kathy Peale

Associate Director of Admissions

(502) 597-6350

kathy.peale@kysu.edu

Morehead State University

Brad Bennington

Transfer Coordinator (606) 783-2008

b.bennington@morehead-st.edu

Jen Crisp

Senior Enrollment Services Counselor

(606) 783-5421

j.crisp@morehead-st.edu

Murray State University

Crystal Riley

Coordinator, Transfer Center

(800) 669-7654

(270) 809-2185

transfercenter@murraystate.edu

Northern Kentucky University

Matt ElrodTransfer Coordinator

AC 409

859-572-7524 (800) 637-9948

elrodma@nku.edu

University of Kentucky

Prim Wathen

Associate Director of Admissions

(859) 257-7265

primwathen@uky.edu

University of Louisville

Amanda Orth

Counselor, Office of Transfer and Adult Student Services

(502)852-0166

(502) 852-4092

amanda.orth@louisville.edu

Natalie Davis

Counselor, Office of Transfer and Adult Student Services

(502) 852-4959

(800) 334-8635 ext.4959

natalie.davis@louisville.edu

Western Kentucky University

Marvin Daniel

Coordinator of Transfer Admissions

(270) 745-2551

(800) 495-8463

TDD: (270) 745-5389

marvin.daniel@wku.edu

Credit for External Experiences

KCTCS colleges recognize that valid college-level learning experiences occur outside the traditional classroom setting. Colleges will assist students in recognizing appropriate external experiences and applying them toward a KCTCS credential. Colleges reserve the right to validate student competence through the mechanisms described in this section.

Advanced Placement Program

KRS 164.098 requires Kentucky Institutions to award credit for scores of 3 or higher on the Advanced Placement Tests. KCTCS colleges participate in the Advanced Placement Program of the College Entrance Examination Board. Interested students should have their examination results sent to the Admissions Office of their local KCTCS college.

APTest	Score	Credit Awarded	Credit Statement
Art History	3	ART 105 or ART 106	3 credit hours
	4-5	ART 105 and ART 106	6 credit hours
Biology	3	BIO 112	3 credit hours
Calculus AB	3	MAT 175	5 credit hours
Calculus BC	3	MAT 175 and MAT 185	10 credit hours
Chemistry	3	CHE 170	3 credit hours
	4-5	CHE 170 & CHE 180	6 credit hours
Chinese Language and Culture	3	RAE 150	4 credit hours
	4-5	RAE 150 and RAE 151	8 credit hours
Comparative Government and Politics	3	POL 210	3 credit hours
Computer Science A	3	CIS 120 & CIS 149 or	6 credit hours
		CS 115	3 credit hours
English Literature/Composition	3	ENG 161	3 credit hours
English Language/Composition	3	ENG 101	3 credit hours
Environmental Science	3	EST 150	4 credit hours
European History	3	HIS 104 and HIS 105	6 credit hours
French Language	3	FRE 201	3 credit hours
3 3	4-5	FRE 201 and FRE 202	6 credit hours
German Language	3	GER 201	3 credit hours
0 0	4-5	GER 201 and GER 202	6 credit hours
Human Geography	3	GEO 172	3 credit hours
Japanese Language and Culture	3	JPN 201	3 credit hours
	4-5	JPN 201 and JPN 202	6 credit hours
Latin: Vergil	3	TRN 106***	3 credit hours
8	4-5	TRN 106 and 107***	6 credit hours
Microeconomics	3	ECO 201	3 credit hours
Macroeconomics	3	ECO 202	3 credit hours
MusicTheory	3	MUS 174	3 credit hours
Physics B*	3	PHY 201 and PHY 203	8 credit hours
Physics C** (mechanics)	3	PHY 231	4 credit hours
Physics C** (electricity and magnetism)	3	PHY 232	4 credit hours
Psychology	3	PSY 110	3 credit hours
Spanish Language	3	SPA 201	3 credit hours
11	4-5	SPA 201 and 202	6 credit hours
Spanish Literature	3	TRN 110 (humanities)***	3 credits hours
Statistics	3	STA 220	3 credit hours
Studio Art 2-D	3	ART 112	3 credit hour
Studio Art 3-D	3	ART 113	3 credit hours
Studio Art – Drawing	3	ART 110	3 credit hours
US Government & Polictics	3	POL 101	3 credit hours
US History	3	HIS 108 and HIS 109	6 credit hours
World History	3	HIS 101	3 credit hours

^{*}Upon presentation of documentation of appropriate laboratory experience, credit will also be given for the laboratory portions of these courses.

^{**}Upon presentation of documentation of appropriate laboratory experience, credit will also be given for the laboratories associated with these courses, PHY 241, 242 respectively.

^{***}KCTCS does not offer courses that are an exact equivalent for the AP subject offered. Appropriate General Education credit is awarded in these cases.

American Council on Education

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

Articulation Agreements

Articulation agreements provide a mechanism to accept and award credit for courses that will transfer toward a credential. Articulation agreements specify the terms and conditions for courses taken at other institutions that will apply to a KCTCS credential, and/or the terms and conditions for courses taken at KCTCS that will apply to credentials or degree programs at other institutions. In either case, the award of applicable credit to the credential is subject to the specific terms of each agreement

and all requirements specified in the agreement must be met before credit can be awarded. For information about articulation agreements for KCTCS credentials, contact the college Student Records Office. For information about the availability of articulation agreements that apply to credentials or degree programs at other institutions, consult the college Student Records Office, the Transfer Contacts on pages 59 to 61, or the Council on Postsecondary Education web site at www.cpe.ky.gov Search words: Academicinit Transfer.

Certified Professional Secretary Examination

KCTCS colleges recognize the Certified Professional Secretary Examination of the Institute for Certifying Secretaries of the Professional Secretaries International. Students who successfully pass the Certified Professional Secretary Examination may receive a maximum of 21 credit hours in specified courses. Students must first complete 12 credit hours in residence at the college in which they wish to receive credit.

Guide to Educational Credit by Exam –CPS/CAP Recommendations	Suggested KCTCS Courses
Part I – Office Systems & Technology	
Computer Concepts— 3 credits	OST 105 – Introduction to Information Systems (3)
Computer Information Systems— 3 credits	OST 240 – Software Integration (3)
Part II – Office Administration	
Business Communications – 3 credits	OST 235 Business Communications (3)
Records Management 3 credits	OST 160 Records and Database Management (3)
Part III – Management	
Management & Supervision— 4 credits	BA 283 – Principles of Management (3)
Human Resource Management – 3 credits	BA 274 – Human Resource Management (3)
Accounting – 1 credit	ACT 101 – Fundamentals of Accounting
Recommended credit total: 20	Total credit: 21

Child Development Associate

After successfully completing one three credit hour IEC course, a student enrolled in the IEC program who holds a current Child Development Associate (CDA) credential from the Council for Professional Recognition will be granted credit for IEC 101, IEC102, and IEC 190. No other courses will be substituted for credit.

Commonwealth Child Care Credential

After successfully completing one three credit hour IEC course, a student enrolled in the IEC program who holds a current Commonwealth Child Care Credential (CCCC) from the State of Kentucky will be granted credit for IEC 101. No other courses will be substituted for credit.

College Level Examination Program (CLEP)

KCTCS colleges accept the General and Subject Examinations of the College Level Examination Program (CLEP). The Subject Examinations cover specific material which is common to courses in many colleges and universities. The level of proficiency to earn credit through CLEP is approximately equivalent to that required to earn a "C" in the course.

Guidelines for CLEP General Examinations

CLEP Subject Examination	Scaled Score to Earn Credit	Equivalent Course	Credit Hours
Foreign Languages			
College Level French Language	50-69	FRE 201	3
	70 or above	FRE 201, 202	6
College Level German Language	50-69	GER 201	3
	70 or above	GER 201, 202	6
College Level Spanish Language	50-54	SPA 102, 201	7
	55 or above	SPA 102, 201, 202	10
History and Social Sciences			
American Government	50 or above	POL 101	3
History of the United States I	60	HIS 108	3
History of the United States II	60	HIS 109	3
Introductory Psychology	50	PSY 110	3
Principles of Macroeconomics	50	ECO 202	3
Principles of Microeconomics	50	ECO 201	3
Introductory Sociology	50	SOC 101	3
Western Civilization I: Ancient Near East to 1648	60	HIS 104	3
Western Civilization II: 1648 to the Present	60	HIS 105	3
Science and Mathematics			
Calculus I	50	MA 113	4
General Biology	55-59	BIO 103	3
	60-64	BIO 102, BIO 112	6
	65-80	BIO 150, 152	6
General Chemistry	55 or above	CHE 170, 180	6
Business			
Principles of Accounting	50	ACC 201, 202	6

Industry Standard Certification Examinations

Information Technology

A student who has completed and passed an industry standard certification examination administered by an authorized testing center may earn up to a maximum of 24 credit hours equivalent to the course(s) within the program of study as specified in the Information Technology curriculum. Credit will be granted only upon receipt of an official proof of certification credential stating the date passed. A copy of the credential must be filed as part of the student's permanent record. The credential must be accepted before the expiration date of the credential or within five years of the date the credential was earned and specified on the examination, whichever comes first.

Military Service Experience

A student may receive course credit in recognition of collegiate level credit completed through DSST (DANTES Subject Standardized Tests). To receive course credit for successful DSST exams, the student must have received a minimum standard score of 46. Credit will be given only upon receipt of an official DSST score report or transcript. A student may receive course credit where appropriate and equivalent courses are available for formal military training as recommended in A Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide), published by the American Council on Education.

National Board for Respiratory Care (NBRC) Examination

A student who has passed the NBRC entry-level examination to the Respiratory Care Program will be awarded thirty-seven to thirty-nine (37 – 39) semester hours of credit after completion of at least 15 credit hours of the general education courses in the approved curriculum. The student must also provide evidence of successful completion of the American Heart Association Basic Life Support course for health care providers.

Special Exam: STEP or Challenge

Institutionally developed and administered exams provide an opportunity to demonstrate mastery of course content and receive credit toward program requirements. The student must be accepted for admission and enrolled in the college and apply for the exam through the Student Records Office. For more information, see "Tuition and Charges."

Non-Classroom Learning Experiences

Work Based Learning Experiences

Many of the diploma and degree programs offered through the colleges have Work based Learning included in the curriculum. Work Based Learning refers to the programs that offer academic credit for degree-related work experience during a specific semester. The experiences and credit awarded vary according t the program's requirements. These experiences must be planned and supervised by the college and the em-

ployer to ensure that the work experience contributes to the student's education and career objective. The cornerstone of Work Based Learning is Cooperative Education. Other programs that are considered part of Work Based Learning are Internships, Practicums, and Experiential Learning. These courses afford the student a unique opportunity to integrate formal classroom training with supervised work experience.

Service Learning

Students have the opportunity to enroll in service learning programs which are designed to integrate community service with academic instruction as it focuses on critical and reflective thinking and civic responsibility. Service learning programs involve students in organized community service that addresses local needs, while developing academic skill, sense of civic responsibility, and commitment to the community.

Credit for Prior Learning

Prior Learning Assessment Portfolio students may contact any KCTCS college for information regarding applications for college credit via portfolio.

Modularized Credit Courses

Some KCTCS courses are available in a modularized credit format allowing students to register for courses that are components of the full (or "parent") course. For example, IT 100 may be taken as a three credit course or students may enroll in IT 1001, IT 1002, and IT 1003 as separate courses which are the equivalent of IT 100. The sum of the modular credit courses is equal to the full course. The student transcript will display the modularized credit course in the term the student earned the credit and once all components of the full course are earned, the full course will appear on the transcript. Modular Credit Courses are designated as a four digit number. The first three digits are those of the parent course. The last digit is the number of the modular credit segment/ component, e.g., XXX 2021, XXX 2022, XXX 2023. When a student registers for a General Education modularized course, the student must complete all of the courses in that series to fulfill General Education category requirements, e.g., ECO 101 – 3 credits meets the Social Interaction category requirement. If ECO 101 has three modules, ECO 1011, 1012, and 1013, all three ECO 101 modules must be completed before the Social Interaction category requirement will be fulfilled. The student cannot take three modularized courses from three different courses to meet the general education category requirement, e.g., ANT 1011, ECO 1011, and PY 1101. Some modular courses require students to complete a Learning Contract upon registration which defines the student's responsibilities.

Academic Policies and Rules

Policies Related to Enrollment

Student Load – Full-time Status

Full-time student academic status for the fall and spring term is 12 credit hours. Full-time student academic status for the summer term is 6 credit hours.

Student Load – Maximum Student Load

The maximum load to be carried during any semester by a student (including residence, correspondence, and extension courses) is 19 credit hours or the number of hours specified in the curriculum for the particular semester, whichever is larger.

A student who has attained a grade-point average of 3.0 on a load of at least 15 credit hours for the preceding semester may be permitted by the college president (or designee) to carry a maximum of three additional credit hours, provided the total is not in excess of 22 credit hours for the semester.

Normally, the maximum course load (including residence, correspondence, and extension courses) shall be four credit hours for the fourweek intersession, six hours for the five-week session, seven credit hours in a six-week session, or 10 credit hours in the eight-week summer session. A student who has attained a grade point average of 3.0 may be granted permission by the college president (or designee) to carry a maximum of five hours in a four-week session, seven hours in the 5-week session, eight hours in a six-week session, 12 hours in an eight-week session, and fifteen hours in the twelve-week session.

A student on academic probation shall not take more than 15 credit hours in a semester, three credit hours in a four-week intersession, four hours in the five-week session, six credit hours in a six-week summer session, seven credit hours in an eight-week summer session and nine hours in the twelve-week session.

A student may be registered simultaneously at a KCTCS college and at another institution only with the approval of the college president (or designee), the credit hours obtained at the other institution being considered a part of the student's maximum load. If the simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied.

Grading System

The grading system uses a series of letters, to which are assigned gradepoint values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

A: represents exceptionally high achievement. It is valued at four grade points for each credit hour in non-remedial and non-developmental courses.

B: represents high achievement. It is valued at three grade points for each credit hour in non-remedial and non-developmental courses.

C: represents satisfactory achievement. It is valued at two grade points for each credit hour in non-remedial and non-developmental courses.

D: represents the minimum achievement for credit. It is valued at one grade point for each credit hour in non-remedial and non-developmental courses.

E: represents unsatisfactory achievement and indicates failure in the course. It is valued at zero credit hours and zero grade points in non-remedial and non-developmental courses. Credit may be obtained by repeating the entire course.

F: represents unsatisfactory achievement in a course taken on a Pass-Fail basis. It has no value in computing the grade point average. Credit may only be obtained by repeating the entire course. This grade may be used for developmental courses.

AU (Audit): has no value in computing grade-point average. A student who has been admitted to the college may elect to enroll in a course(s) as an auditor, except in selective admissions programs. Auditing courses in a selective admissions program requires admission to the program and availability of space in the courses. With few exceptions, any change from audit to credit by a student fully admitted to a college must be accomplished by the last date to enter a class and any change from credit to audit must be made by mid-term of the semester or session in which

the student is enrolled. An audited class may be taken for credit at a later date. Anyone who desires to audit a class must be admitted to the college and officially registered for the course.

I: means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to E. Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the I grade is reported, shall include: (1) the name and number of the student, (2) the course number and hours of credit, (3) semester or session and year of enrollment, (4) signature of the instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division chairperson (or designee), shall forward to the college president (or designee) the appropriate letter grade to replace the incomplete grade.

W: represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of mid-term and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in cases involving a violation of student academic rights or for academic offenses.

P: represents a satisfactory grade in a course taken on a Pass-Fail basis. The student who receives a P in a course shall be eligible to continue into the next sequential course(s). The grade of P may be assigned by the College Appeals Board in cases involving a violation of student academic rights. It has no value in computing the grade point average. This grade may be used for developmental courses.

MP: represents Making Progress and may be assigned only for developmental courses and means that the student has made significant progress but needs and deserves more time to achieve a passing grade. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Grades may be earned following re-enrollment for developmental courses. The grade of MP has no value in computing grade point average.

Pass/Fail: may be selected for a maximum of two elective courses, subject to certain restrictions, by students with at least 30 credit hours and not on academic probation. Courses with these grades can count toward graduation but are not used in calculating grade-point standing. Courses taken on a pass-fail basis shall be limited to those considered as elective in the student's program, and such other courses or types of courses as might be specifically approved. Prerequisites for such courses may be ignored at the student's own hazard. The student is expected to participate fully in the course and take all examinations as though the student were enrolled on a regular basis. Students may not change from a passfail basis nor from a regular basis to a pass-fail basis after the last date for entering an organized class. Courses offered only on a pass-fail basis, remedial or developmental, or taken by special examination, shall not be included in the maximum number of elective courses which a student may take under these provisions

Changing Grades: A grade once reported shall not be changed except when the instructor states in writing that an error has been made. The grade change must be submitted by the end of the following semester or session or, in exceptional cases, at the discretion of the president (or designee). However, each respective College Appeals Board may change a grade to P or W in the case of a violation of student academic rights or to a W in the case of an academic offense.

Grade-Point Average (GPA): The GPA on the KCTCS transcript is derived from all courses taken at KCTCS institutions. The grade-point average is the ratio of the total grade points earned to the total credit hours attempted excluding courses taken on a pass/fail basis and courses with grades of W or I. Total grade points are derived by multiplying the number of credit hours for the course by the number of grade points assigned to the grade earned: A = 4, B = 3, C = 2, D = 1, E = 0.

Reporting Final Grades: The final grades for a course shall be filed with the office of the college president (or designee) by such date as determined by the academic calendar.

Academic Probation, Academic Suspension, and Reinstatement

Academic Probation: A student earning a cumulative grade point average below a 2.0 at the end of a term shall be placed on academic probation. A student shall be removed from academic probation by earning at least a 2.0 cumulative grade point average.

Academic Suspension (Dismissal): If a student is placed on academic probation for two consecutive terms (which is noted on the transcript as "subject to dismissal" the second time) and does not earn either a cumulative GPA or a term GPA of at least a 2.0 in the third term, the student shall be academically suspended. Non-enrollment has no effect on probation status. The president (or designee) may grant an exception based upon an individual's case. A student on academic suspension may not enroll in courses which count toward a KCTCS degree.

Reinstatement: A student who has been academically suspended may be reinstated by the president (or designee) after remaining out of the college for at least one 16-week semester and providing evidence of ability to perform at the level required. A student who has been academically suspended shall, upon reinstatement, be placed on academic probation and be subject to academic suspension if the student has failed to earn a current term GPA of 2.0 during the first term of reinstatement. Upon a second suspension, a student may be reinstated by the president (or designee) after remaining out of the college for at least two 16-week semesters and providing evidence of ability to perform at the level required.

Repeating a Course

A student may repeat a course for the purpose of improving a grade. The course must be repeated with the same grade option as the original enrollment in the course. The highest grade earned in a completed course shall constitute the official grade for the course and will be the only grade included within the cumulative GPA. Credit shall count only once for a KCTCS credential. If a student has been dropped from an occupation or technical program, course enrollment may be dependent upon readmission to the program. After a student has completed the same course twice, a division chair (or designee) in consultation with the instructor may refuse to approve a third registration in the same course, including those offered by correspondence, extension, and distance learning technology. Subject to the approval of the division chair (or designee), a student may receive approval for a substitution of comparable courses (e.g. MAT 150 may be taken as a repeat option for MA 109 and vice versa.). NOTE: A parent course cannot be repeated using modules. Students who have received passing grade in a parent course are not eligible to enroll in any module of that parent course.

Final Exams

Any student with more than two exams scheduled on one day as described in the college's final exam schedule shall be entitled to have one of those exams rescheduled. The student must submit a petition for rescheduling in writing to the instructor no later than one week prior to the last class meeting.

Dean's List

The Dean's List recognizes the academic excellence of students who have earned an overall semester GPA of 3.5 or higher in courses numbered 100 or above. Honorary certificates of merit are generally awarded to students who have achieved this distinction.

Academic Bankruptcy (Readmission after Two or More Years)

A student who has been readmitted after having remained out of the KCTCS colleges for a period of two or more years, and who has completed at least 12 credit hours in college-level courses with a GPA of 2.0 or better after readmission, may choose to have none of the course work attempted in the colleges prior to the interruption included in the computation of the student's GPA. The calculation of the GPA after the student declares bankruptcy begins with the semester of readmission. A student who has elected not to count past work in the computation of his or her GPA will continue to receive credit for those courses, selected by the student, in which credit was earned with a grade of A, B, C, D, or P prior to readmission, without including those grades in the computation of the student's GPA. A student may only use the academic bankruptcy option once.

Policies Related to Graduation

Graduation Requirements

For the Associate in Arts, Associate in Science, and Associate in Applied Science degrees, regardless of the time the student has attended the college, at least 25 percent of the approved curriculum credits must be completed at the KCTCS college granting the degree. For a certificate or diploma, at least 25 percent of the approved curriculum credits must be completed at the college granting the credential. In the case of degree programs offered through joint, cooperative, or consortia arrangements, the student must earn at least 25 percent of the credits from the participating institutions. Students seeking Associate in Arts, Associate in Science or Associate in Applied Science degrees or Diplomas must have a minimum cumulative GPA of 2.0 in order to be eligible for graduation. To be eligible for a certificate, a student must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate.

In order to be eligible to receive KCTCS credentials, students must satisfactorily complete the minimum number of credits required for that credential, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0. In order to be eligible for:

• Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Applied Science, and Associate in Applied Technology degrees, students must satisfactorily complete 60 credits, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0.

- Diplomas, student must satisfactorily complete a minimum of 36 hours including the general education requirements as specified by the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0.
- Certificates, students must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate.
- Course substitutions may be made by the college president (or designee) on an individual basis with the advice of the appropriate division chairperson.

Specific information about the requirements for these programs is available below in the Academic Credentials Awarded section.

Graduation With Honors

Students who have completed at least 48 credit hours of work toward degree completion or 30 credit hours of work toward diploma completion in the KCTCS colleges shall be graduated "With High Distinction" if they attain a grade-point average of 3.60 or higher on all work attempted. Students who have completed at least 48 credit hours of work toward degree completion or 30 credit hours of work toward diploma completion in the KCTCS colleges shall be graduated "With Distinction" if they attain a GPA of 3.40-3.59 on all work attempted.

Multiple Associate Degrees

A student will be eligible for an additional degree when the student has completed the requirements of the second curriculum including a minimum of six credit hours relevant to the second degree and beyond the requirements for the first degree. In no case will a degree be granted for the completion of a second option in a program. The completion of a second option, however, will be recorded on the transcript.

Kentucky Community and Technical College Guarantee

KCTCS colleges offer employers of graduates the following guarantee:

The KCTCS colleges guarantee employers that graduates have demonstrated competence in the skills listed on the approved task lists that represent industry validated specifications for each occupational program. Should a former student be considered by the employer to be performing below a satisfactory level on any skill on the approved task list, the colleges agree to provide specific retraining at no charge to the employee or employer. This guarantee extends for two years from the date of graduation.

The guarantee applies to all college graduates of occupational/technical programs who are employed in their field of training. The program enhances economic development efforts by guaranteeing Kentucky's businesses and industries access to a skilled work force.

Academic Credentials Awarded

NOTE: Changes to statewide the General Education Transfer agreement which will be in place Fall 2012 will impact the KCTCS General Education requirements and degree requirements.

Associate in Arts (AA) and Associate in Science (AS)

Core Transfer Component:	$\mathbf{A}\mathbf{A}$	AS
Writing/Accessing Information	6 credit hours	6 credit hours
Oral Communications	3 credit hours	3 credit hours
Heritage	3 credit hours	3 credit hours
Humanities	3 credit hours	3 credit hours
Social Interaction	9 credit hours1	9 credit hours1
Science	6 credit hours ²	6 credit hours ²
Mathematics	3 credit hours	3 credit hours ³
Subtotal Core Transfer	33 credit hours	33 credit hours

Additional General Education Requirements

Heritage/Humanities/		
Foreign Language	3 credit hours	
Heritage/Humanities/		
Social Interaction/		
Foreign Language	3 credit hours	
Science/Mathematics	3 credit hours	9 credit hours ³
Computer Literacy and/		
or course(s) to be chosen		
from the approved		
general education list	6 credit hours ⁴	6 credit hours ⁴
Subtotal	15 credit hours	15 credit hours

Total General

48 credit hours⁵ 48 credit hours⁵ **Education Block**

- 1. At least two disciplines must be represented from Social Interaction courses.
- 2. Must include at least one Science course with a laboratory experience.
- 3. Mathematics: The AS degree requires a total of 18 hours in Science/Mathematics. Of these 18 hours, at least 4 hours must be in Mathematics/Statistics courses from the approved Mathematics "General Education Requirements" list; and at least 6 hours must be science courses with one laboratory experiencefrom the Science "General Education Requirements" list.
- 4. Computer Literacy: A student must pass an approved three (3) credit hour computer literacy course unless the computer competency exam is successfully completed.
- 5. Cultural Studies: At least one course within the 48 cr. hr. general education block must be selected from the identified Cultural Studies course list.

Other Degree

Requirements/Electives 12 12

Students are advised to choose hours to satisfy additional general education and pre-major requirements at the institution to which they are transferring. Students who complete ENG 105 to satisfy the Writing/Accessing Information competencies must complete 15 hours of electives. If the courses used to fulfill the requirements of the Core and Additional Components listed above result in more than 48 hours, additional hours over 48 may be used to fulfill the elective hour requirement.

Total Credit Hours 60

Associate in Arts and Associate in Science degrees are awarded to students who complete 60 hours, including the specified general education requirements, with a grade-point average of at least 2.0.

A credit used to fulfill one competency cannot be used to fulfill another competency. Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Associate in Fine Arts (AFA)

An Associate in Fine Arts (AFA) degree is designed to transfer into a Baccalaureate of Fine Arts (BFA) program at a four-year institution. It consists of a general education requirement of 25 credit hours, plus a Computer Literacy requirement of 3 credit hours (see below), a fine arts core of 18 credit hours, and 18 additional credit hours of concentration for a 61-64 credit hour minimum.

General Education Component:

Additional General Education Requirement:		
Sub-Total 25 credit hours		
Mathematics 3 credit hours		
Science (including lab)	4 credit hours	
Social Interaction	6 credit hours	
Foreign Languages	3 credit hours	
Heritage/Humanities/		
Oral Communication	3 credit hours	
Writing/Accessing Information	6 credit hours	

Computer Literacy*

Sub-Total 0-3 credit hours

Fine Arts Core

18 credit hours Sub-Total

Concentration

Sub-Total 18 credit hours **Total** 61-64 credit hours

Associate in Applied Science (AAS)

General education component 15 - 23

All SACS* accredited colleges will assure compliance with SACS* general education criteria.

A student must complete 15 to 23 credit hours to fulfill the general education requirement. General education credits must meet the following required distribution:

Mathematics	3 credit hours
Science	3 credit hours
Behavioral Science/Social Interaction	3 credit hours
Heritage/Humanities/Foreign Languages	3 credit hours
Writing/Accessing Information	3 credit hours
Computer Literacy	0-3 credit hours ¹

1. Computer literacy must be demonstrated either by competency exam or by completing an approved computer literacy course.

The above are minimum general education requirements; additional hours may be required in specific program curricula.

Technical and Support Component 45 - 53

General Education and Technical and Support Components must be distributed so that programs do not exceed 68 credit hours.

Total Credit Hours

AAS degree programs should incorporate multiple exit points, i.e. awarding certificates and diplomas, when possible.

*SACS refers to Commission on Colleges of the Southern Association of Colleges and Schools.

^{*} Computer literacy must be demonstrated either by competency exam or by completing an approved computer literacy course.

Diploma

A diploma program is designed to prepare students for technical employment within a one- to two-year period (36-60 credit hours). The total number of credit hours for the diploma must not exceed those required for a degree in the same program of study. A prescribed program of technical and general education courses is designed to prepare students for a specific job title. Diploma programs provide preparation for a specific occupation, credit toward an associate degree, and continued training opportunities for certificate program graduates. The diploma program contains general education courses emphasizing the skills identified in the SCANS (Secretary's Commission on Achieving Necessary Skills) report that are critical to entry-level workforce success for persons prepared at the diploma level.

- 1. Diplomas will address appropriate general education competencies.
- 2. Diploma curricula will be approved through the KCTCS Curriculum process.
- Diplomas will be applicable toward at least one associate degree.
 (Courses designated "Diploma Only" on the General Education list will not apply toward an Associate Degree)
- 4. General education 6-9 credit hour requirement for diplomas in areas 1-3 as follows:

Area 1: Writing/Accessing Information,

Oral Communications, Humanities, or Heritage 3 credit hours

Area 2: Social Science, Behavioral Science,

Natural/Applied Science, or Mathematics 3 credit hours

Area 3: Computer Literacy course

or demonstrated competency 0-3 credit hours

Additional courses could be used for other areas in approved curricula for diplomas but may not meet general education transfer requirements.

The above are minimum general education requirements; additional hours may be required in specific program curricula.

Technical & Support*

30 - 54

Total Credit Hours

36 - 60

*The Technical and Support requirements must include a work experience component of 1-12 credit hours.

Computer literacy must be demonstrated either by competency exam or by successfully completing a computer literacy course as outlined in the program of study.

Certificate

The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills. Certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.

- Certificates will address one or more general education competencies.
- 2. Certificate curricula will be approved through the KCTCS Curriculum process.
- 3. Certificates will be applicable toward at least one associate degree.

The above are minimum general education requirements; additional hours may be required in specific program curricula.

Requirements for a certificate are applicable to the requirements of a diploma or associate degree in the same or a related field of study. Requests for exceptions must include appropriate documentation to justify approval. Certificates may contain general education courses emphasizing the skills identified in the Secretary's Commission on Achieving Necessary Skills (SCANS) report that are critical to entry-level workforce success for persons prepared at the certificate level and associated with the diploma or associate degree program. SCANS identified three foundation skills and five competencies necessary for success in the workplace.

Foundation Skills

Basic Skills: reading, writing, arithmetic and mathematics, listening, and speaking;

Thinking Skills: thinking creatively, making decisions, solving problems, knowing how to learn, and reasoning;

Personal Qualities: individual responsibility, self-esteem, sociability, self-management, and integrity/honesty.

Competencies

Resources: allocating time, money, materials, space, and staff;

Interpersonal Skills: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds;

Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information:

Systems: understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems;

Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies.

Total Credit Hours

12 - 36

Continuing Education Certificate

Students shall be awarded a continuing education certificate when they have successfully completed a continuing education course or set of courses.

Specialized Training

Adult Agriculture

Short-term adult upgrade classes in agriculture are offered at selected sites. These classes are designed to help young and adult farmers, as well as individuals employed in agribusiness, keep up with the constantly changing technology in the field of agriculture. The program provides on-the-farm and on-the-job supervision year-round with organized instructional classes conducted in the late fall and winter. Apprenticeship

Apprenticeship program registration is the responsibility of the Kentucky State Apprenticeship Council in cooperation with the United States Department of Labor, Bureau of Apprenticeship Training. Application must be made through an employer, a labor union or a joint apprenticeship committee. Verify with the KCTCS college that it provides the minimum 144 hours per year of supplemental related instruction required of the apprenticeship program. Additional information may be obtained by calling the Kentucky Apprenticeship Council or the United States Department of Labor, Bureau of Apprenticeship Training.

Continuing Education Courses

Continuing education courses can be either credit or non-credit and are designed to meet the needs of the labor market and persons preparing to enter the workforce. They can also supplement knowledge and skills for initial employment or job advancement. They are developed to meet the lifelong learning needs of the general public by providing short-term training, retraining, or upgrading of skills for employment or job advancement.

Customized Industry Training

At the request of business and industry, Community and Economic Development Coordinators (CED) assist in the development and implementation of customized training for prospective and current employees. A specialized training agreement is developed that specifies the duties and responsibilities of the college and the company and may include the awarding of college credit. Contact the CED Coordinator at the local college.

Fire/Rescue Training

The Fire/Rescue Science Technology Program will prepare you for the challenges facing today's emergency responders. In the program you will learn the skills of fire suppression and prevention, technical rescue, hazardous materials, emergency medical care, and leadership. This program is beneficial whether you are seeking a career in emergency services (Fire, Rescue, EMS or Emergency Management) or if you are already involved in providing fire, rescue or EMS services in your community.

Students may enter the program with or without experience in emergency services. The degree, certificate, and diploma programs that are offered can help you in obtaining employment in various emergency service fields, or if you are already a firefighter, help you get that promotion you have been waiting for. Classes are offered through State Fire/Rescue Training and may be offered in various formats such as: Web courses, hybrid courses, and traditional classroom offerings. For more information regarding this program, contact your local State Fire/Rescue Training Area Office.

Fire Rescue Training for Business, Industry and Municipal Government

State Fire Rescue Training provides a full range of Emergency Services Training for Business, Industry and Municipal Government entities. Contact the Fire Rescue office serving your area for more information about the training available to your facility.

Emergency Medical Technician Certificate

Students in the Emergency Medical Technician program are instructed in the proper care of sick and injured patients. Students are trained to treat victims suffering from traumatic and medical emergencies such as broken bones, puncture wounds, cardiac, and respiratory emergencies, vehicle accidents and more. This course meets the standards set forth by the US Department of Transportation National Standard Curriculum for EMT-Basic and the Kentucky Board of Emergency Medical Services. Students that successfully complete the course and its requirements will be awarded a certificate for Emergency Medical Technician, and will be prepared to challenge the certification examination process set forth by the Kentucky Board of Emergency Medical Services.

For specific program information see page 144.

State Fire Rescue Training Coordinators and Contact Information

West Kentucky Community & Technical College (Area 1)

Charles Lott, Coordinator P. O. Box 8227 7810 Alben Barkley Drive Paducah, KY 42002-8227 (800#) 888-306-7901 charles.lott@kctcs.edu

Counties: Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Livingston, Marshall, McCracken

Madisonville Community College (Area 2)

Edward Schmidt, Coordinator

P. O. Box 150

2001 US 62W

Princeton, KY 42445 (800#) 888-306-7986

od sahmidt@ktata odu

ed.schmidt@ktcts.edu

Counties: Caldwell, Christian, Crittenden, Hopkins, Lyon, Todd, Trigg

Owensboro Community & Technical College (Area 3)

Jimmy VanCleve, Coordinator

P. O. Box 700

1300 HWY 136E

Calhoun, KY 42327

(800#) 888-306-8015

jimmy.vancleve@kctcs.edu

Counties: Daviess, Hancock, Henderson, McLean, Muhlenberg, Ohio,

Union, Webster

Bowling Green Technical College (Area 4)

William Carver, Coordinator

825 Morgantown Road

Bowling Green, KY 42101

(800#) 888-234-5760

bill.carver@kctcs.edu

Counties: Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe,

Monroe, Simpson, Warren

Elizabethtown Community & Technical College (Area 5)

Casey Hall, Coordinator

630 College Street Road

Elizabethtown, KY 42701

(800#) 888-234-7201

casey.hall@kctcs.edu

Counties: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nel-

son, Washington

Jefferson Community & Technical College (Area 6)

Mike Wallingford, Coordinator

1361 Frankfort Road

Shelbyville, KY 40065

(800#) 888-306-8064

mike.wallingford@kctcs.edu

Counties: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, Trimble

Gateway Community & Technical College (Area 7)

Bill Birkle, Coordinator

P. O. Box 76488

90 Campbell Drive

Highland Heights, KY 41076

(800#) 888-306-8101

bill.birkle@kctcs.edu

Counties: Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen,

Pendleton

Maysville Community & Technical College/Rowan Campus (Area 9)

Duane Suttles, Coordinator

P. O. Box 248

609 Viking Drive

Morehead, KY 40351

(800#) 888-301-2946

duane.suttles@kctcs.edu

Counties: Bath, Bracken, Elliott, Fleming, Lewis, Mason, Menifee, Montgomery, Morgan, Robertson, Rowan

Ashland Community & Technical College (Area 10)

Mark Hammond, Coordinator

4818 Roberts Drive

Ashland, KY 41102

(800#) 888-302-2833, Extn. 62431

mark.hammond@kctcs.edu

Counties: Boyd, Carter, Greenup, Lawrence

Big Sandy Community & Technical College (Area 11)

Greg Gray, Coordinator

116 Main Street

Paintsville, KY 41240

(800#) 888-302-8935

greg.gray@kctcs.edu

Counties: Floyd, Johnson, Magoffin, Martin, Pike

Hazard Community & Technical College (Area 12)

Chuck Caldwell, Coordinator

45 Gorman Hollow Road

Hazard, KY 41701

(800#) 888-234-6759

sfrt12@windstream.net

Counties: Breathitt, Knott, Lee, Leslie, Letcher, Owsley, Perry, Wolfe

Somerset Community College/Laurel Campus (Area 13)

Marc Rudder, Coordinator

913 TLC Lane

London, KY 40741

(800#) 888-234-0100

marc.rudder@kctcs.edu

Counties: Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, Whitley

Somerset Community College (Area 14)

Charlie Shaw, Coordinator

385 Old Greensburg Road

Campbellsville, KY 42718

(800#) 888-234-1780

fireresq@kyol.net

Counties: Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, Wayne

Bluegrass Community & Technical College/Lawrenceburg Campus (Area 15)

Whitney Innes, Coordinator

1500 Bypass N US 127

Lawrenceburg, KY 40342

(800#) 888-234-3961

whitney.innes@kctcs.edu

Counties: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford

Other Training Options

In addition to full-time programs, KCTCS colleges provide short-term training courses to meet specific labor force needs and demands. Contact the local college for a list of short-term training programs and schedules.

General Education Requirements

Competencies will be met at the level appropriate to the credential.

A general education core curriculum will enable KCTCS colleges to graduate men and women who are intellectually flexible, articulate, reflective, creative, and prepared for continuous learning. For all students, this implies some understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

General Education Competencies:

- I. Communicate Effectively
 - 1. Read and listen with comprehension.
 - 2. Speak and write clearly using standard English.
 - Interact cooperatively with others using both verbal and nonverbal means.
 - Demonstrate information processing through basic computer skills.

- II. Think Critically
 - Make connections in learning across the disciplines and draw logical conclusions.
 - 2. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
 - 3. Use mathematics to organize, analyze, and synthesize data to solve a problem.

III. Learn Independently

- Use appropriate search strategies and resources to find, evaluate, and use information.
- Make choices based upon awareness of ethics and differing perspectives/ideas.
- 3. Apply learning in academic, personal, and public situations.
- 4. Think creatively to develop new ideas, processes, or products.
- IV. Examine Relationships in Diverse and Complex Environments
 - Recognize the relationship of the individual to human heritage and culture.
 - Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
 - 3. Develop an awareness of self as an individual member of a multicultural global community.

Writing/Accessing Information

111111111111111111111111111111111111111	ooonig intormation	
Diploma	TEC 200 Technical Communications	
•	OST 108 Editing Skills for Office Professionals	
	Any Writing course approved for the AAS, AA, or AS	
AAS, AA, A	AS, AFA	
	ENG 101 Writing I	3
	ENG 102 Writing II	
	ENG 105 Writing: An Accelerated Course	
	8	

Oral Communication

Diploma, AAS, AA, AS, AFA	
COM 181 Basic Public Speaking	3
COM 252 Intro to Interpersonal Communications	
COM 281 Communication in Small Group	3
COM 287 Persuasive Speaking	3

Computer Literacy

· · · · · · · ·
IT 100 Computer Literacy
CIT 105 Introduction to Computing
Any Computer Literacy course approved for the AAS, AA, or AS
IT 100 Computer Literacy
CIS 100 Introduction to Computers
OST 105 Introduction to Information Systems
CIT 105 Introduction to Computing
Any Computer Literacy course approved for the AA or AS
A CIS 100 Introduction to Computers
OST 105 Introduction to Information Systems
CIT 105 Introduction to Computing

KCTCS has adopted current IC3 objectives to define computer literacy. The course description or descriptions, competencies, and outline of computer literacy courses must include IC3 objectives as outlined at http://unity.kctcs.edu/docushare/dsweb/View/Collection-8666

All AA, AS, AFA, AAS, and diploma students entering KCTCS must demonstrate computer literacy by:

- 1. Scoring a passing score on the IC3 Computer Exam*, or
- Providing documentation of successful completion of certification exams as approved by KCTCS, or
- 3. Articulating credit from another institution, or
- 4. Receiving credit for an approved KCTCS computer literacy course.

Note: Students may receive three credit hours for CIS 100 by successful completion of the IC3 Computer Exam* and one of the following: the IC3 Database Exam*, a one credit hour database course, or the MOS Access exam.

Students may choose to take the IC3 Computer Exam* to demonstrate computer competency. Students who score a passing score on the exam will have met the requirements of computer literacy and documentation will be placed on the student's transcript.

*Full implementation fall 2007

natnematics		CHE 150 introduction to Organic and Biological Chemistry* 3
Diploma	MAT 120 Intermediate Algebra	CHE 155 Intro. to Organic and Biological Chemistry Laboratory* 1
Г	OST 213 Business Calculations for the Office Professional 3	CHE 170 General College Chemistry I
		CHE 175 General College Chemistry Laboratory I*
110	Any mathematics course approved for the AAS, AA, or AS	CHE 180 General College Chemistry II
AAS	MAT 105 Business Mathematics	CHE 185 General College Chemistry Laboratory II*
	MAT 110 Applied Mathematics	
	MAT 116 Technical Mathematics	CHE 220 Analytical Chemistry
	MAT 126 Technical Algebra and Trigonometry	CHE 270 Organic Chemistry I
	Any mathematics course listed below	CHE 275 Organic Chemistry Laboratory I*
AA, AFA	MÁT 146 Contemporary College Mathematics	CHE 280 Organic Chemistry II
,	Any mathematics course listed below	CHE 285 Organic Chemistry Laboratory II*
v c		EST 150 Introductory Ecology
AS	MAT 150 College Algebra	EST 160 Hydrological Geology
	MAT 154Trigonometry2	CEO 120 Fauth's Physical Environment
	MAT 155 Trigonometry	GEO 130 Earth's Physical Environment
	MAT 159 Analytic Geometry and Trigonometry4	GEO 251 Weather and Climate
	MAT 160 Precalculus	GLY 101 Physical Geology
	MAT 165 Finite Mathematics and its Applications	GLY 102 Historical Geology
		GLY 110 Environmental Geology
	MAT 170 Brief Calculus with Applications	GLY 111 Laboratory for Physical Geology*
	MAT 174 Calculus I	
	MAT 175 Calculus I	GLY 112 Laboratory for Historical Geology*
	MAT 184 Calculus II	GLY 130 Dinosaurs and Disasters:
	MAT 185 Calculus II	A Brief History of the Vertebrates
	MAT 206 Mathematics for Elementary	GLY 220 Principles of Physical Geology*4
	and Middle School Teachers II	PGY 206 Elementary Physiology
		PH 217 Intermediate Applied Physics5
	MAT 275 Calculus III	
	MAT 285 Differential Equations	PHY 151 Introductory Physics I
	STA 210 Statistics: A Force in Human Judgment	PHY 152 Introductory Physics II
	STA 220 Statistics	PHY 160 Physics and Astronomy for Elementary Teachers* 3
	MA 123 Elementary Calculus and Its Applications	PHY 161 Introductory Physics Laboratory I*
	THE 125 Elementary Calculus and restrippineations	PHY 162 Introductory Physics Laboratory II*
`oionoo		PHY 171 Applied Physics4
cience		PHY 172 Physics for Health Science
Diploma	PHX 150 Introductory Physics	DIIV 201 C-ll Dl I
	Any Science course approved for the AAS, AA, or AS	PHY 201 College Physics I
AAS, AA, AF		PHY 202 College Physics Lab I*
, ,	ANA 209 Principles of Human Anatomy	PHY 203 College Physics II4
	AST 101 Frontiers of Astronomy	PHY 204 College Physics Lab II*
		PHY 211 General Physics*5
	AST 155/BIO 155 Astrobiology	PHY 213 General Physics*5
	AST 191 The Solar System	PHY 231 General University Physics I4
	AST 192 Stars, Galaxies, and the Universe	PHY 232 General University Physics II4
	AST 195 Introductory Astronomy Laboratory*1	
	BIO 112 Introduction to Biology	PHY 241 General University Physics I Laboratory*
	BIO 113 Introduction to Biology Lab*	PHY 242 General University Physics II Laboratory*1
	BIO 114 Major Discoveries in Biology	SCI 100 Environmental Science:
	BIO 115 Biology Laboratory I*	An Inquiry-Based Interdisciplinary Approach4
		SCI 295 Scientific Investigations
	BIO 116 Biology II	· · · · · · · · · · · · · · · · · · ·
	BIO 117 Biology Laboratory II*	*Course satisfies the General Education requirement for a laboratory experience.
	BIO 118 Microbes and Society	Castal Internation
	BIO 120 Human Ecology	Social Interaction
	BIO 121 Introduction to Ecology Laboratory*1	Diploma EFM 100 Personal Financial Management
	BIO 122 Introduction to Conservation Biology	WPP 200 Workplace Principles
	BIO 124 Principles of Ecology	Any Social Interaction course approved for the AAS, AA, or AS
	RIO 130 Aspects of Human Riology	AAS, AA, AS, AFA
	BIO 130 Aspects of Human Biology	
	BIO 135 Basic Anatomy and Physiology with Laboratory*4	AGR 101 The Economics of Food and Agriculture
	BIO 137 Human Anatomy and Physiology I*	ANT 101 Introduction to Anthropology
	BIO 139 Human Anatomy and Physiology II*	ANT 130/REL 130 Introduction to Comparative Religion 3
	BIO 140 Botany	ANT 160 Cultural Diversity in the Modern World
	BIO 141 Botany with Laboratory*	ANT 220 Introduction to Cultural Anthropology
	BIO 142 Zoology	ANT 221 Native People of North America
	PIO 142 Zoology with Laboratows*	ANT 235 Food and Culture
	BIO 143 Zoology with Laboratory*	
	BIO 144 Insect Biology	ANT 241 Origins of Old World Civilizations
	BIO 150 Principles of Biology I	ANT 242 Origins of New World Civilizations
	BIO 151 Principles of Biology Laboratory I*2	COM 101 Introduction to Communications
	BIO 152 Principles of Biology II	COM 249 Mass Media and Mass Culture
		COM 254 Intro to Intercultural Communications
	BIO 153 Principles of Biology Laboratory II*	
	BIO 155/AST 155 Astrobiology	ECO 101 Contemporary Economic Issues 3
	BIO 209 Introductory Microbiology lab	ECO 150 Introduction to Global Economics
	BIO 220 The Genetic Perspective	ECO 201 Principles of Microeconomics
	BIO 225 Medical Microbiology	ECO 202 Principles of Macroeconomics
	BIO 226 Principles of Microbiology	FAM 252 Introduction to Family Science
	BIO 227 Principles of Microbiology with Laboratory*	FAM 253 Human Sexuality: Development, Behavior,
	CHE 120 The Joy of Chemistry	and Attitudes 3
	CHE 125 The Joy of Chemistry Laboratory*	FLK 280 Cultural Diversity in the US
	CHE 130 Introductory General and Biological Chemistry* 4	GEN 140 Development of Leadership
	CHE 140 Introductory General Chemistry	GEN 225 Lifelong Learning Applications
	CHE 145 Introductory Conoral Chamistry Laboratory*	GEO 152 Regional Geography of the World

GEO 172 Hyman Coography	Humanities
GEO 172 Human Geography	Diploma, AAS, AA, AS, AFA
GEO 210 Pollution, Hazards and Environmental Management 3	ART 100 Introduction to Art
GEO 222 Cities of the Worlds	ART 104 Introduction to African Art
GEO 240 Geography and Gender 3	ART 105 Ancient Through Medieval Art History
HUM 135 Introduction to Native American Literature2	ART 106 Renaissance Through Modern Art History
HUM 202 Survey of Appalachian Studies I	ANT 130/REL 130 Introduction to Comparative Religion 3
HUM 203 Survey of Appalachian Studies II	ART 201 Ancient Art History
HUM 204 Appalachian Seminar	ART 202 Medieval Art History
HUM 221 Contemporary Perspectives on Peace and War 3	
POL 101 American Government	ART 203 Renaissance Art History
POL 210 Introduction to European Politics: East and West 3	ART 204 Modern Art History
1	ENG 135 Greek and Roman Mythology in Translation
POL 212 Culture and Politics in the Third World	ENG 161 Introduction to Literature
POL 235 World Politics	ENG 221 Survey of English Literature I
POL 255 State Government	ENG 222 Survey of English Literature II
PSY 100 Introduction to Psychology4	ENG 230 Introduction to Literature (Subtitle Required)
PSY 110 General Psychology3	ENG 231 Literature and Genre (Subtitle)3
PSY 180 Human Relations	ENG 232 Literature and Place (Subtitle Required)
PSY 185 Human Potential	
PSY 230 Psychosocial Aspects of Death and Dying	ENG 233 Literature and Identities (Subtitle Required)
PSY 223 Developmental Psychology	ENG 234 Introduction to Women's Literature
PSY 297 Psychology of Aging	ENG 251 Survey of American Literature I
	ENG 252 Survey of American Literature II
RAE 120 Introduction to Chinese Culture	ENG 261 Survey of Western Literature
REL 101 Introduction to Religious Studies	from the Greeks through the Renaissance
REL130 Introduction to Comparative Religion	ENG 262 Survey of Western Literature
SOC 101 Introduction to Sociology	from 1660 to the Present
SOC 151 Social Interaction	ENG 264 Major Black Writers
SOC 152 Modern Social Problems	ENG 270 The Old Testament as Literature
SOC 220 The Community	
SOC 235 Inequality in Society	ENG 271 The New Testament as Literature
SOC 249 Mass Media and Mass Culture	ENG 281/HUM 281 Introduction to Film
	ENG 282/ HUM 282 International Film Studies
SOC 260 Population, Resources and Change	FLK 276 Introduction to Folk Studies
SPA 115 Culture of Mexico for Non-Spanish Speakers	GEN 125 Applied Meta-Thinking
SWK 275 The Family	HNR 101 Introduction to Contemporary Thought
WGS 200 Introduction to Women's and Gender Studies	HON 101 The Ancient World
in the Social Sciences	HON 102 The Medieval and Renaissance World
1. A student may not receive credit for both ANT 130 and RS 130.	HON 201 The Early and Modern World
2. May be used to fulfill either Social Interaction or Humanities competency, but may not	HON 202 The Contemporary World
be used to fulfill both general education categories.	HRS 101 An Integrated Survey of Western Civilization I
3. Course will no longer count as a general education requirement if taken after Fall 2010.	HRS 102 An Integrated Survey of Western Civilization II
	HRS 201 An Integrated Survey of Western Civilization III 3
Heritage	HRS 202 An Integrated Survey of Western Civilization IV 3
Diploma, AAS, AA, AS, AFA	HUM 120 Introduction to the Humanities
FLK 276 Introduction to Folk Studies	HUM 121 Peace Studies
HIS 101 World Civilization I	HUM 135 Introduction to Native American Literature
	HUM 140 Introduction to Latino Literature
HIS 102 World Civilization II	HUM 150 Introduction to African Literature
HIS 104 A History of Europe Through	HUM 202 Survey of Appalachian Studies I
the Mid-Seventeenth Century	HUM 203 Survey of Appalachian Studies II
HIS 105 A History of Europe from	HUM 204 Appalachian Seminar
the Mid-Seventeenth Century to the Present	
HIS 106 Western Culture: Science and Technology I	HUM 220 Historical Perspectives on Peace and War
HIS 107 Western Culture: Science and Technology II	HUM 230 Contemporary Japanese Literature
HIS 108 History of the U.S. Through 1865	and Culture in Translation
HIS 109 History of the U.S. Since 1865	HUM 250 Appalachian Literature Survey
	HUM 251 Contemporary Appalachian Literature
HIS 120 The World at War 1939-45	HUM 281 Introduction to Film
HIS 202 History of British People to the Restoration	MU 101 Folk and Traditional Music of the Western Continents 3
HIS 203 History of British People Since the Restoration 3	MUS 100 Introduction to Music
HIS 206 History of Colonial Latin America	MUS 104 Introduction to Jazz History
HIS 207 History of Modern Latin America, 1810 to present 3	
HIS 240 History of Kentucky 3	MUS 206 American Music
HIS 247 History of Islam and Middle East Peoples,	MUS 207 African American Music History
500-1250 A.D	MUS 208 World Music
HIS 248 History of Islam and Middle East Peoples,	MUS 222 History and Sociology of Rock Music
	PHI 100 Introduction to Philosophy: Knowledge and Reality 3
1250 to Present	PHI 110 Medical Ethics
HIS 254 History of Sub-Saharan Africa	PHI 120 Introductory Logic
HIS 260 African American History to 1865	PHI 130 Ethics
HIS 261 African American History 1865 - Present	PHI 140 The Ethics of War and Peace
HIS 265 History of Women in America	PHI 150 Business Ethics
HIS 270 Ancient Europe	111 150 Business Eures
HIS 271 Medieval Europe	PHI 260 History of Philosophy I. From Creak Paginnings
	PHI 260 History of Philosophy I: From Greek Beginnings
HIS 295 East Asia to 1800	to the Middle Ages
HIS 295 East Asia to 1800	to the Middle Ages
HIS 295 East Asia to 1800	to the Middle Ages

REL 121 Introduction to the New Iestament	3
REL 130 Introduction to Comparative Religion	3
THA 101 Introduction to Theatre: Principles and Practices	
THA 200 Introduction to Dramatic Literature	
THA 283 American Theatre	3
WGS 201 Introduction to Women's and Gender Studies	
in the Arts and Humanities	3

- 1. A student may not receive credit for both ANT 130 and RS 130.
- 2. May be used to fulfill either Social Interaction or Humanities competency, but may not be used to fulfill both general education categories.

Foreign Languages

AAS, AA, AS, AFA

ASL 101 American Sign Language I	
ASL 102 American Sign Language II	3
ASL 201 American Sign Language III.	3
ASL 202 American Sign Language IV	
FRE101 Elementary French I	
FRE 102 Elementary French II	1
FRE 201 Intermediate French I	3
FRE 202 Intermediate French II	3
GER 101 Elementary German I	1
GER 102 Elementary German II	
GER 201 Intermediate German I	
GER 202 Intermediate German II.	
JPN 101 Beginning Japanese I	1
JPN 102 Beginning Japanese II	
RAE 150 Elementary Chinese I	1
RAE 151 Elementary Chinese II	1
SED 101 Sign Language I	
SED 102 Sign Language II.	
SED 203 Sign Language III.	
SED 204 Sign Language IV	
SPA 101 Elementary Spanish I (spoken approach)	1
SPA 102 Elementary Spanish II (spoken approach)	į
SPA 201 Intermediate Spanish I.	
SPA 202 Intermediate Spanish II	3

Cultural Studies Courses

Cultural Studies is defined as a course in which the major thrust is the study of one or more non-traditional and/or underrepresented cultures that are traditionally excluded from or marginalized in mainstream American curriculum. Cultural studies courses demonstrate a cultural emphasis in their course descriptions.

Social Interaction

ANT 130/REL130 Introduction to Comparative Religion*

ANT 160 Cultural Diversity in the Modern World

ANT 220 Introduction to Cultural Anthropology

ANT 221 Native People of North America

ANT 235 Food and Culture

ANT 241 Origins of Old World Civilizations

ANT 242 Origins of New World Civilizations

COM 254 Introduction to Intercultural Communication

ECO 150 Introduction to Global Economics

GEO 152 Regional Geography of the World

GEO 160 Lands and Peoples of the Non-Western World

HUM 135 Introduction to Native American Literature*

HUM 202 Survey of Appalachian Studies I*

HUM 203 Survey of Appalachian Studies II*

HUM 204 Appalachian Seminar*

HUM 221 Contemporary Perspectives on Peace and War

POL 212 Culture and Politics in the Third World

POL 235 World Politics

RAE 120 Introduction to Chinese Culture

REL 101 Introduction to Religious Studies

SOC 235 Inequality in Society

SPA 115 Hispanic Culture

WGS 200 Introduction to Women's and Gender Studies in the Social Sciences

Heritage

HIS 101 World Civilization I

HIS 102 World Civilization II

HIS 206 History of Colonial Latin America

HIS 207 History of Modern Latin America, 1810 to Present HIS 247 History of Islam and Middle Eastern Peoples, 500-1250

HIS 248 History of Islam and Middle Eastern Peoples, 1250 to the

HIS 254 History of Sub-Saharan Africa

HIS 260 African American History to 1865

HIS 261 African American History 1865 - Present

HIS 265 History of Women in America

HIS 295 East Asia to 1800

HIS 296 History of Asia II

Humanities

ART 104 Introduction to African Art

ENG 135 Greek and Roman Mythology in Translation

ENG 233 Literature and Identity

ENG 234 Introduction to Women's Literature

ENG 264 Major Black Writers

ENG 282/HUM 282 International Film Studies

HUM 121 Peace Studies

HUM 135 Introduction to Native American Literature*

HUM 140 Introduction to Latino Literature

HUM 150 Introduction to African Literature

HUM 202 Survey of Appalachian Studies I*

HUM 203 Survey of Appalachian Studies II*

HUM 204 Appalachian Seminar*

HUM 230 Contemporary Japanese Literature and Culture in Translation

HUM 250 Appalachian Literature Survey

HUM 251 Contemporary Appalachian Literature

MU 101 Folk and Traditional Music of the Western Continents

MUS 104 Introduction to Jazz History

MUS 208 World Music

REL101 Introduction to Religion

REL 130 Introduction to Comparative Religion*

WGS 201 Introduction to Women's and Gender Studies in the Arts and Humanities

Foreign Languages

ASL 101 American Sign Language I

ASL 102 American Sign Language II

ASL 201 American Sign Language III

ASL 202 American Sign Language IV

ENG 135 Greek and Roman Mythology in Translation

FRE 101 Elementary French I

FRE102 Elementary French II

FRE 201 Intermediate French I FRE 202 Intermediate French II

GER 101 Elementary German I

GER 102 Elementary German II

GER 201 Intermediate German I

GER 202 Intermediate German II

JPN 101 Beginning Japanese I

JPN 102 Beginning Japanese II

RAE 150 Elementary Chinese I

RAE 151 Elementary Chinese II

SED 101 Sign Language I

SED 102 Sign Language II

SED 203 Sign Language III

SED 204 Sign Language IV

SPA 101 Elem Spanish I

SPA 102 Elementary Spanish II

SPA 201 Intermediate Spanish I

SPA 202 Intermediate Spanish II

Note: Cultural Studies: At least one course within the 48 cr. hr. general education block of the AA/AS must be selected from the identified Cultural Studies course list.

^{*} listed under more than one category and/or with a different prefix; may not be counted in more than one general education category.

Lower Division University Courses that Fulfill General Education Requirements

The courses listed below are offered by KCTCS colleges through agreements with the Kentucky universities that developed the courses. KCTCS honors the university course content, prerequisites, and general education status of the courses. Courses descriptions for these courses are included in the Course Description section at the end of the catalog.

ANA 209	Principles of Human Anatomy (UK)
BIOL 110	Inquiry Biology for Teachers (Morehead)
BIO 216	Biological Inquiry and Analysis (Murray)
CHE 253	Materials Science (UL)
CS 115	Introduction to Computer Programming (UK)
CS 215	Introduction to Program Design, Abstraction,
	and Problem Solving (UK)
CS 216	Introduction to Software Engineering (UK)
CS 275	Discrete Mathematics (UK)
HIS 110	Special Topics History for Study Abroad (Murray)
ITP 115	Heritage and Culture of Deaf People (EKU)
LEAD 200	Introduction to Leadership Studies (WKU)
MA 109	College Algebra (UK)
MA 110	Algebra and Trigonometry for Calculus (UK)
MA 111	Introduction to Contemporary Mathematics (UK)
MA 112	Trigonometry (UK)
MA 113	Calculus I (UK)
MA 114	Calculus II (UK)
MA123	Elementary Calculus and Its Applications (UK)
MA162	Finite Mathematics and Its Applications (UK)
MA 193	Supplementary Mathematics Workshop I (UK)
MA 194	Supplementary Mathematics Workshop II (UK)
MA 201	Mathematics for Elementary Teachers (UK)
MA 202	Mathematics for Elementary Teachers (UK)
MA 213	Calculus III (UK)
MA 214	Calculus IV (UK)
MA 241	Geometry for Middle School Teachers (UK)
MAT 201	Mathematical Concepts for Middle
	and Elementary School Teachers I (EKU)
MSE 201	Intro to Materials Science (UK)
MUC 175	Jazz Ensemble (UK)
MUC 190	Instructor Consent Required Marching Band (UK)
MUP 114	Trombone I (UK)
MUP 214	Trombone II (UK)
MUS 106	Music in Film (Morehead)
MUSE 222	Music for the Elementary Teachers (Morehead)
PGY 206	Elementary Physiology (UK)
SPA 151	Spanish for Health Professionals (UK)
STA 200	Stats: Force in Hum Judg (UK)
STA 291	Statistical Method (UK)

Course Transitions

A significant number of courses have changed prefixes and/or course numbers. This does not change the ability of the courses to fulfill general education course requirements as long as courses were eligible at the time of enrollment. The majority of the course changes for General Education courses are available in Appendices B-E. Math course transitions that took place fall 2004 and fall 2010 are available in Appendix B. Biology course transitions are available in Appendix C. Chemistry course transitions are available in Appendix D. Art, Foreign Language, General, Music, Philosophy, Political Science, Psychology, Religion, Theatre, and Women and Gender Studies course transitions are available in Appendix E.

Admission to Programs

Academic requirements are specified for each program and are based on the level of difficulty and the technical nature of the curriculum. Admission to some programs is limited by college resources, facilities, accreditation requirements, etc. Contact the Student Services office or program coordinator at the college for more information.

KCTCS College Codes

	-
ASC	Ashland Community and Technical College
BGT	Bowling Green Technical College
BLC	Bluegrass Community and Technical College
BSC	Big Sandy Community and Technical College
ELC	Elizabethtown Community and Technical College
GTW	Gateway Community and Technical College
HZC	Hazard Community and Technical College
HEC	Henderson Community College
HPC	Hopkinsville Community College
JFC	Jefferson Community and Technical College
MDC	Madisonville Community College
MYC	Maysville Community and Technical College
OWC	Owensboro Community and Technical College
SMC	Somerset Community College
SEC	Southeast Kentucky Community and Technical College
WKC	West Kentucky Community and Technical College