

Academic Services

Introduction

KCTCS colleges offers AA and AS degree programs to meet the requirements of the first two years of baccalaureate programs; AAS occupational/technical degree programs (some of which transfer via specific transfer agreements) to meet workforce needs; occupational/technical diplomas and certificates that are also aligned with workforce needs; and continuing education and community service opportunities

Academic Advising

Academic Advising is available to every student. Consult your local college for information.

Distance Learning

Kentucky Community and Technical College System and the Kentucky Virtual University are partners in delivering quality, online courses and programs “anytime, anywhere.” KCTCS also offers courses and programs through Interactive Television and broadcast TV in partnership with Kentucky Educational Television.

KCTCS in partnership with KYVU offers over thirty (30) online programs including a complete online Associate in Arts (Business Transfer Framework) and Associate in Applied Science degrees in Information Technology (Microsoft Networking) and Criminal Justice taught through the Internet. All required coursework for these programs can be completed in a nontraditional, flexible, and convenient format. The Associate in Arts is primarily for those who want to further their educational development through transfer to a four-year college or university to complete a bachelor’s degree. See the KCTCS web site www.kctcs.edu/distancelearning for further information.

Several KCTCS colleges participate in the Higher Education Telecommunications Consortium. The Consortium selects and administers all Kentucky Educational Television Telecourses. Although students enroll at a participating college, the majority of class work is done by the student at home. The student views the course on KET and uses an assigned text. The student and instructor at the college communicate by telephone and written correspondence. The instructor may require some on campus meetings.

Transfer to Other Institutions

The Associate in Arts and Associate in Science degrees are designed for transfer to baccalaureate programs at universities. These degrees have substantial general education components and are designed to accommodate the structure of Baccalaureate Transfer Frameworks described below.

General Education Certifications

Full Certification

(to be replaced with General Education Certified pending approval)

Students who have earned the AA or AS degree will be “fully certified” if they have completed the full 60-hour program described under the General Education Block Transfer Policy. Once certified, students will be admitted to junior-level standing at the university, their general education course work will be accepted as meeting up to 48 hours of institution-wide lower division general education requirements. The KCTCS college will certify the outgoing transcripts of AA or AS degree recipients.

General Education Certified *(pending approval)*

Students who have completed a general education program of 48 hours which includes the 33 hour Core and all additional institution-specific general education courses (15 hours) and who hold a cumulative GPA of 2.0 or higher will be “general education certified”. Students may then transfer these hours in a block, but must fulfill the additional General Education requirements at the receiving institution that have not been satisfied through the courses in the core or through additional community college course

Core Certification

Students who have completed the 33-hour “core transfer component” in the five specified subject areas described under the General Education Transfer Policy will be “core certified.” Students may then transfer these hours in a block, but must fulfill the additional General Education requirements at the receiving institution that have not been satisfied through the courses in the core or through additional community college courses. Students who wish to have their transcripts reviewed for core certification should complete a transcript request form in the college’s admissions and records office.

Area Certification

Students who have completed only some areas in the 33-hour core transfer component will be certified on an area-by-area basis. For example, a student who has completed the nine-hour Social Interaction requirement may be certified as having met the General Education Transfer Policy’s nine-hour Behavior/Social Science requirement. Students with “area” certification and/or additional coursework still must fulfill all the remaining general education requirements for the university’s bachelor’s degree program.

If you have questions about the General Education Transfer Policy, please contact your College’s Transfer Information Liaison. Check with your KCTCS College about the time frame to apply for and receive certification.

Transfer Frameworks

Students with defined professional/career goals requiring a bachelor’s degree may begin their education at a community college, then transfer to any public university in the state — with the guarantee that all credits taken in compliance with a framework will transfer toward their program.

A 60 credit-hour framework has been designed by a partnership of the Council on Postsecondary Education (CPE), the universities, and KCTCS colleges for nearly 200 different bachelor’s degree programs (majors) offered in the state. Each framework is different — representing a specific guide to the exact courses a student needs to successfully complete to reach his or her junior year in a specific major in a four-year baccalaureate program.

By following the guidelines outlined in the framework, a student can complete the first two years of college without committing to a particular four-year university. With advance planning, the student can avoid having to repeat a course with similar content and can save both time and money.

Information about specific frameworks and copies of frameworks may be obtained from academic advisors or admissions offices. A complete set of frameworks is available on the Council on Postsecondary Education’s web site at: www.cpe.state.ky.us/going2/going2_transfer_planning.asp.

General Education Transfer Information Liaisons

KCTCS Chancellor's Office

Mary Abrams
P. O. Box 14092
Lexington, KY 40512-4092
(859) 246-3100

Eastern Kentucky University

Keith Grop
Office of Admissions
Phone: (859) 622-1555
E-mail: keith.grop@eku.edu
Toll free: 1-800-465-9191

Kentucky State University

James Burrell
Phone: (502) 597-6813
E-mail: jburrell@gwmail.kysu.edu

Morehead State University

Brad Bennington
201 Ginger Hall
Phone: (606) 783-2008
Fax: (606) 783-5031
E-mail: b.bennington@morehead-st.edu

Murray State University

Katherine Kerr
Registrar's Office
Phone: (270) 762-3754
Toll-Free: (800) 272-4678
Fax: (270) 762-3780
E-mail: katherine.kerr@murraystate.edu

Northern Kentucky University

Ava Nienaber
Assistant Director Admissions
AC 409
Phone: (859) 572-5547
Fax: (859) 572-6665
nienabera@nku.edu
Toll free: 1-800-637-9948

University of Kentucky

UK Central Advising Services and Transfer Center
109 Miller Hall
Phone: (859) 257-3383
Fax: (859) 257-3314

Lexington Community College

Becky Harp
206C Oswald Bldg.
Phone: (859) 257-4872, ext. 4285
Fax: (859) 257-2634
E-mail: ccslexrg@uky.edu

University of Louisville

Tim Kracker
Office of Admissions
Phone: (502) 852-4959
Fax: (502) 852-4776
E-mail: timkracker@louisville.edu
Toll free: 1-800-334-8635 ext.4959

Western Kentucky University

Marvin Daniel
Coordinator of Transfer Admissions
Phone: (270) 745-2551 or (270) 745-8830
Fax: 270-745-6133
TDD: (270) 745-5389
E-mail: 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

(currently under review and revision)

(KRS 164.098 requires Kentucky Institutions to award credit for scores of 3 or higher on the Advanced Placement Tests. KCTCS is currently reviewing the following list and will update as needed to assure compliance with the new statute. Please see your Student Affairs office for updated credit awards)

The 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 community college.

Guide for Advanced Placement

| AP Test | Score | Credit Awarded | Credit Statement |
|---------------------|--------|----------------|---|
| American Government | 4 | NA | Placement only, no credit. Exemption from PS 101 if in pursuit of political science degree |
| | 5 | PS 101 | 3 credits |
| American History | 3 | HIS 108, 109 | 3 credits each |
| Art History | 3 | AH 106 | 3 credits |
| Art Studio | | | Referred to department. No specific score guarantees, credit or placement |
| Biology | 4 or 5 | BIO 150, 152 | Recommended for biology majors, preprofessional students or students who intend to take advanced courses in life sciences. 3 credits each |
| Calculus AB | 3-5 | MA 113 | 4 credits |
| Calculus BC | 3-5 | MA 113, 114 | 4 credits each |

| | | | |
|---------------------------------------|-----|--------------|---|
| Chemistry | 3 | CHE 105 | 3 credits |
| | 4-5 | CHE 105, 107 | 3 credits each |
| Computer Science | 3 | CS 101 | 3 credits |
| Computer Science A | 3-5 | CS 115 | 3 credits |
| Computer Science B | 3-5 | CS 215 | 4 credits |
| Economics (micro) | 3-5 | ECO 201 | 3 credits |
| Economics (macro) | 3-5 | ECO 202 | 3 credits |
| English Literature/ | 3 | ENG 161 | 3 credits for ENG 161. Automatic admission to ENG 105 Composition |
| English Language/ | 3 | ENG 161 | 3 credits for ENG 161. Automatic admission to ENG 105 Composition |
| European History | 3 | HIS 104, 105 | 3 credits each |
| French Language | 3 | FR 201 | 3 credits |
| | 4-5 | FR 201, 202 | 3 credits each |
| German Language | 3 | GER 201 | 3 credits each |
| | 4-5 | GER 201, 202 | 3 credits each |
| Music | | | Referred to department. No specific score guarantees, credit or placement |
| Physics B | 3-5 | PHY 201, 203 | 8 credits total. Upon documentation of appropriate laboratory experiences, credit will also be given for laboratory portions of these courses |
| Physics C (mechanics) | 3-5 | PHY 231 | 4 credits. Upon documentation of appropriate laboratory experience, credit will also be given for PHY 241 |
| Physics C (electricity and magnetism) | 3-5 | PHY 232 | 4 credits. Upon documentation of appropriate laboratory experience, credit will also be given for PHY 242 |
| Politics and Comparative Politics | 4 | NA | Placement only, no credit |
| | 5 | PS 210 | 3 credits |
| Psychology | 4 | PSY 100 | 4 credits |
| Spanish Language | 3 | SPA 202 | 3 credits |
| | 4 | SPA 210 | 4 credits |
| Spanish Literature | 3 | SPA 202 | 3 credits |
| Statistics | 3 | STA 291 | 3 credits |

American Council on Education

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

American Institute of Banking

Students who successfully complete collegiate-level work through the American Institute of Banking may receive credit in specified community college courses. Credit is granted only upon receipt of an official American Institute of Banking transcript.

Articulation Agreements

Articulation agreements provide an avenue to recognize coursework taken at other institutions. The award of credit applicable to KCTCS credentials is subject to the specific terms of each agreement and all requirements specified in the agreement must be met before credit can be awarded. Contact the college Student Records Office for additional information.

Certified Professional Secretary Examination

The community 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 24 semester hours of credit in specified courses. Students must first complete 12 semester hours in residence at the community college in which they wish to receive credit.

Child Development Associate

KCTCS colleges recognize the Child Development Associate (CDA) credential awarded by the Council for Professional Recognition and will

grant up to nine (9) credit hours (IECE 101, IECE 102 and/or IECE 190) to students who successfully complete one IECE course.

College Level Examination Program (CLEP)

(currently under review and revision)

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 grade of C in the course.

CLEP General Examinations

| Examination | Scale Score for Credit | Equivalent Course | Credit Hours |
|--------------------------------|------------------------|-------------------|--------------|
| English Composition with essay | 450 | ENG 105 | 3 |
| Natural Sciences | 421 | BIO 103 | 3 |

CLEP Subject Examinations

| Examination | Scale Score for Credit | Equivalent Course | Credit Hours |
|---|------------------------|-------------------|--------------|
| Composition and Literature | | | |
| American Literature | 53 or above | ENG 251, 252 | 6 |
| English Literature | 53 or above | ENG 221, 222 | 6 |
| Foreign Languages | | | |
| College Level French Language | 50-69 | FR 201 | 3 |
| College Level French Language | 70 or above | FR 201, 202 | 6 |
| College Level German Language | 50-69 | GER 201 | 3 |
| College Level German Language | 70 or above | GER 201, 202 | 6 |
| College Level Spanish Language | 50-54 | SPA 102, 201 | 7 |
| College Level Spanish Language | 55 or above | SPA 102, 201, 202 | 10 |
| History and Social Sciences | | | |
| American Government | 50 or above | PS 101 | 3 |
| History of the United States I | 48-59 | HIS 108 | 3 |
| History of the United States II | 48-59 | HIS 109 | 3 |
| Introductory Psychology | 51 | PSY 100 | 4 |
| Principles of Macroeconomics | 50 | ECO 202 | 3 |
| Principles of Microeconomics | 50 | ECO 201 | 3 |
| Introductory Sociology | 53 | SOC 101 | 3 |
| Western Civilization I: Ancient Near East to 1648 | 48-59 | HIS 104 | 3 |
| Western Civilization II: 1648 to the Present | 48-59 | HIS 105 | 3 |

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|------------------------------------|-------------|--------------|---|
| Science and Mathematics | | | |
| Calculus with Elementary Functions | 50 | MA 113 | 4 |
| General Biology | 55-59 | BIO 103 | 3 |
| General Biology | 60-64 | BIO 102, 103 | 6 |
| General Biology | 65-80 | BIO 150, 152 | 6 |
| General Chemistry | 55 or above | CHE 105, 107 | 6 |
| Business | | | |
| Principles of Accounting | 50 | ACC 201, 202 | 6 |

Industry Standard Certification Examinations - Microsoft, Novell, A+, Cisco

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 twenty-four (24) credits 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 within two years of the date specified on the examination.

Military Service Related Experience

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

National Board for Respiratory Care (NBRC) Examination

A student who has passed the National Board for Respiratory Care (NBRC) entry-level examination within five years of admission to the respiratory care program will be awarded credit for specified courses after completion of the first-year 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 Technical Education Proficiency (STEP) Exam

Institutionally developed and administered STEP exam provides an opportunity to demonstrate mastery of course content and receive credit toward program requirements. The student must be accepted for admission (enrolled) in the college and apply for the STEP exam through the Student Records Office (community college division chairperson or the technical college instructor). Students who demonstrate competence receive credit for the course. The credit does not affect the student's grade point average. After classes begin, a reduction in the number of credit hours resulting from passing the STEP exam will not result in a full tuition refund.

Non-Classroom Learning Experiences

Cooperative Education and Practicum Experience

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

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

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 president/director of the college to carry a maximum of three extra 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 four-week intersession, seven credit hours in a six-week session, and 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 president of the college to carry a maximum of five hours in a four-week session, eight hours in a six-week session, and 12 hours in an eight-week session.

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

A student may be registered simultaneously at a KCTCS college and at another institution only with the approval of the president/director of the college (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 grade-point values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

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

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

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

Grade 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.

Grade 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.

Grade F represents an unsatisfactory grade in a course taken on a Pass-Fail basis. The student who receives a grade of F in a course shall not be eligible to continue into the next sequential course(s). 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.

Grade AU (Audit) has no value in computing grade-point average.

Grade 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 shall not give an I grade when the reason for incompleteness is unsatisfactory.

The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of two years; failure to do so will result in a change of grade from I to an 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 the designee, shall forward to the president/director (or designee) the appropriate letter grade to replace the incomplete grade.

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 grade of "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 grade 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 Community/Technical College Appeals Board in cases involving a violation of student academic rights or offenses.

Grade P represents a satisfactory grade in a course taken on a Pass-Fail basis. The student who receives a grade of P in a course shall be eligible to continue into the next sequential course(s). The grade of P may be assigned by the Community/Technical 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 and may also be assigned by the Community/Technical College Appeals Board.

Grade 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 Grading 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. These 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 by the Community College Council. 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 pass-fail 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

Audit

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.

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/director or the president's/director's designee. However, each respective Community College/Technical 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 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.

The GPA on the KCTCS transcript is derived from all courses taken at KCTCS institutions.

Reporting Final Grades The final grades for a course shall be filed with the office of the president/director of the college (or designee) within forty-eight hours after the scheduled time of the final examination for that course. Grades for all candidates for degrees must be filed in the president’s/director’s (or designee’s) office by such dates as may be determined.

Grades for Students who Withdraw or are Dropped From the end of the drop/add period through midterm of the session, a student may withdraw from a course and receive a “W”. From the first day after midterm until the last day of course work of the session, a student may, at the instructor’s discretion, withdraw from a course and the instructor will assign a grade of “W” at withdrawal. The student must initiate the official withdrawal. No grade will be reported for a student who fails to pay registration fees in accordance with established policy or who withdraws by the last day to drop without a grade.

Academic Probation, Academic Suspension, and Reinstatement

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

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/director or the president’s/director’s designee may grant an exception based upon an individual’s case. A student on academic suspension may not enroll in any courses offered for degree credit by KCTCS.

Reinstatement

- a. A student who has been academically suspended may be reinstated by the president/director (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.
- b. 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.
- c. Upon a second suspension, a student may be reinstated by the president/director (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. MT 109 may be taken as a repeat option for MA 109 and vice versa.).

Final Examinations

Any student with more than two examinations scheduled on one day shall be entitled to have an examination 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 grade-point average of 3.5 or higher in courses numbered 100 or above. 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 re-admitted after having remained out of the KCTCS colleges for a period of two (2) or more years, and who has completed at least twelve (12) credit hours in non-developmental and non-remedial courses with a grade point average 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 grade-point average. The calculation of the grade-point average 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 grade-point average will continue to receive credit for those courses 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 grade-point average. 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, a minimum of twenty-four (24) credits must be completed within the KCTCS colleges and at least 25 percent of the approved curriculum credits must be completed at the college granting the degree.

For a certificate or diploma, at least 25 percent of the approved curriculum credits must be completed at the community college granting the credential.

Students must have a minimum cumulative grade-point average of 2.0 (C) in order to be eligible for graduation.

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 grade-point average 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 (6) additional hours relevant to the second degree and has applied for the 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. An individual interested in a second degree should consult with an advisor.

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

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

(Offered at all KCTCS colleges)

| Core Transfer Component: | AA | AS |
|--|-----------|-----------|
| Writing/Accessing Information ENG 105 fulfills the Writing/Accessing Information competencies for students who qualify for admission by ACT score and special examination. | 6 | 6 |
| Oral Communication | 3 | 3 |
| Heritage/Humanities Completion of at least one course in Humanities and one course in Heritage is a graduation requirement for both the Associate in Arts and the Associate in Science degrees. | 6 | 6 |
| Social Interaction At least two disciplines must be represented in this area and these must be different from those in the Heritage/Humanities/Foreign Language area. | 9 | 9 |

| | | |
|--|---|---|
| Science The AA and AS degrees must include at least one science course with a laboratory experience. | 6 | 6 |
| Mathematics The course used to fulfill this competency must be College Algebra or a higher level MA or MT course (this excludes all MT courses with numbers below 140 and excludes MT 145 for the AS only). | 3 | 3 |

Subtotal Core Transfer Component 33 33

NOTE: The Core Transfer Component will total 33 hours unless ENG 105 replaces ENG 101/102

Additional General Education Requirements: (Beyond the Core)

| | | |
|---|---|---|
| Heritage/Humanities | 3 | — |
| Heritage/Humanities or Social Interaction | 3 | — |
| Science or Mathematics | 3 | 9 |

(Any MT course numbered 140 and higher or) any MA or STA course can be used to satisfy this Mathematics requirement. (This excludes all MT courses with numbers below 140 and excludes MT 145 for the AS only.) The Associate in Science degree must include at least 4 credit hours in MA, (MT,) or STA courses.

| | | |
|--|-----------|-----------|
| Computer Literacy | 3 | 3 |
| Course(s) to be chosen from the areas in the Core | 3 | 3 |
| Subtotal Additional General Education Requirements | 15 | 15 |
| Total General Education Block | 48 | 48 |

Other Degree Requirements:

| | | |
|--|----|----|
| Electives 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. | 12 | 12 |
|--|----|----|

Total Credit Hours 60 60

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

A course used to fulfill one competency cannot be used to fulfill another competency. Developmental/remedial courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Associate in Applied Science

An Associate in Applied Science (AAS) degree prepares students for technical employment within a two-year period and consists of a minimum of 60 credit hours including 15-27 credit hours of general education and meets the distribution of credit described below.

General education component:

(All SACS-accredited colleges, or colleges that are applying for SACS accreditation, will assure compliance with SACS general education criteria.)

| | | |
|---|---|--|
| Mathematics SACS* requires natural sciences/mathematics COE** requires mathematics | 3 | |
| Natural/Applied Science SACS requires natural sciences/mathematics COE requires natural or applied sciences | 3 | |

| | |
|--|--------------------------|
| Behavioral Science/Social Interaction | 3 |
| <i>SACS requires social/behavioral science</i> | |
| <i>COE requires behavioral science</i> | |
| Humanities/Fine Arts | 3 |
| <i>SACS requires humanities/fine arts</i> | |
| <i>COE requires humanities</i> | |
| Writing/ Accessing Information | 3 |
| Sub-Total | 15 |
| Additional General Education Courses | 0-12 |
| General Education Total Credit Hours | 15-27 |
| Technical & Support Component | <u>Sub-Total 45 - 61</u> |

Computer literacy must be demonstrated either by competency exam or by completing a computer literacy course.

General Education and Technical & Support Components must be distributed so that programs do not exceed 76 credit hours.

Total 60-76

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.*

***COE refers to Council on Occupational Education.*

Diploma Program

A. A diploma program is designed to prepare students for technical employment within a one- to two-year period (36 – 68 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.

- | | |
|---|---|
| B. General Education (select six credit hours from the following areas) | 6 |
|---|---|
- Humanities
 - Mathematics
 - Natural/Applied Science
 - Behavioral Science

The diploma program contains general education courses emphasizing the skills identified in the SCANS report that are critical to entry-level workforce success for persons prepared at the diploma level.

- | | |
|------------------------|--------------------|
| C. Technical & Support | Sub-Total 30-62* |
| | Total 36-68 |

*The Technical and Support requirements must include a work experience component between 1 and 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 Program

A. The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills for a time period less than that required for diploma or associate degree programs. Certificates are organized programs of study consisting of courses designed to meet a defined set of competencies. 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.

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 to this characteristic must accompany the documentation needed for approval.

B. Certificates may contain general education courses emphasizing the skills identified in the 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.

The Secretary’s Commission on Achieving Necessary Skills (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.

C. Program Length

Certificate programs containing the features and characteristics outlined above should generally range from 12 credit hours to 36 credit hours in length. Proposals for programs with fewer than 12 credit hours or more than 36 credit hours should include a compelling rationale for either a shorter or longer program.

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 adult farmers, as well as individuals employed in agribusiness, keep up with the constantly changing technology in the field of agriculture. The instructional program is conducted year-round and consists of organized classes followed by on-the-farm/on-the-job supervision by the instructor.

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 at (502) 588-4466 or the United States Department of Labor, Bureau of Apprenticeship Training, at (502) 582-5223.

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 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 Community and Economic Development Coordinator at the local college.

Fire/Rescue Training

Fire/Rescue Training classes are delivered throughout the state to meet the training needs of fire/rescue and other emergency service personnel and to provide health and safety training programs for industries, institutions, and government agencies.

Successful completion of the basic training classes for firefighters qualifies participants for certification as Kentucky firefighters through the Kentucky State Fire Commission. The basic Emergency Medical Technician and First Responder courses qualify students for state certification through the Emergency Medical Services Branch of the Cabinet for Health Services.

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.

Educational Opportunities in Correctional Institutions

The purpose of the KCTCS-Corrections Education program is to prepare people who are incarcerated in correctional facilities for eventual employment in today's workforce.

The KCTCS-Correctional Education system is composed of 12 schools operated and managed by KCTCS, through a Memorandum of Agreement with the Department of Corrections, Justice Cabinet. Ten schools provide Adult Basic Education services and postsecondary education in more than 16 technical fields using curriculum developed to meet industry expectations. All programs are designed for adults who are high school graduates or GED recipients, and others who demonstrate the ability, interest and aptitude to benefit from instruction.

General Education Requirements

The overall goal of education is to help students become productive citizens who are aware of the ideas and aspirations which motivate human thought and action, and who can successfully use their under-

standing of the world, themselves, and their roles in society. Education is a shared responsibility among students, faculty, and administration. Since lifelong learning is necessary for living in a constantly changing society, the general education core exposes students to a variety of learning experiences.

There must be sufficient breadth and depth in the curriculum to meet the needs, interest, and abilities of all students. A general education core curriculum will ensure that KCTCS colleges graduate well-educated men and women who are intellectually flexible, articulate, creative, and prepared for continuous growth. For all students, this implies some understanding of the world of work and career fields and an understanding of their own abilities, interests, and needs. The general education core curriculum will also help students to develop their own values, to pursue goals, and to contribute to the political, moral, social, and cultural enrichment of society.

Competencies

Upon completion of an associate degree program (AA, AS, AAS), the graduate can:

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

The 12 general education competencies listed above are achieved in two ways. Eight of the competencies are course specific: writing, oral communication, computer literacy, mathematics, science, social interaction, heritage/humanities/foreign language, and information access. Five of the competencies are developed across the entire general education curriculum: analytical reading, integrated learning, creative thinking, ethics and values, and writing, which is attained through specific courses as well as across the curriculum. The overall effectiveness of the total general education program is ensured through General Education Evaluation Plans in place at each community college.

The listings below indicate the particular courses that may be used to fulfill the eight general education competencies which are course specific.

Writing

To communicate effectively using standard written English

| | | | |
|-----|-----|--------------------------------------|---|
| ENG | 101 | Writing I and | 3 |
| ENG | 102 | Writing II | 3 |
| ENG | 105 | Writing: An Accelerated Course | 3 |

Oral Communication

To communicate in a clear oral and non-verbal fashion and employ active listening skills

| | | | |
|-----|-----|---|---|
| COM | 181 | Basic Public Speaking | 3 |
| COM | 252 | Intro. to Interpersonal Communication | 3 |
| COM | 281 | Communication in Small Group | 3 |
| COM | 287 | Persuasive Speaking | 3 |

Computer Literacy

To demonstrate basic skills in computer operations and/or software applications

| | | | |
|-----|-----|---|---|
| AT | 206 | Advanced Automotive Electronics* | 3 |
| CA | 268 | Commercial Art I* | 3 |
| CAD | 100 | Introduction to Computer-Aided Design | 3 |
| CIS | 100 | Introduction to Computers | 3 |
| CS | 101 | Introduction to Computing I | 3 |
| CS | 115 | Introduction to Computer Programming | 3 |
| ET | 107 | Computer Applications for Technicians | 4 |
| GE | 150 | Computer Literacy ¹ | 1 |
| OS | 100 | Introduction to Information Systems* | 3 |
| OS | 118 | Intermediate Word Processing* | 3 |
| OST | 105 | Introduction to Information Systems | 3 |
| VCA | 170 | Basic Advertising Design | 3 |

¹150 GE will satisfy the computer literacy requirement for AAS degree programs only.

Note: Competency may be satisfied by a course or courses included in technical or transfer curricula. The course description or descriptions, competencies, and outline must include the five components of the definition of computer literacy: 1) describe, using correct computer terminology, basic computer functions, uses of computers in society and different types of software; 2) discuss ethical computing issues, such as copyright, privacy, security, and property; 3) use graphical user interface; 4) use computer application programs; and 5) access information sources found on networks such as the Internet and be familiar with Web browsers, search sources, and sources of information related to his or her own fields.

Mathematics

To organize, analyze, and make information useful by employing mathematics

| | | | |
|-----|-----|---|---|
| MA | 109 | College Algebra | 3 |
| MA | 110 | Analytical Geometry and Trigonometry | 4 |
| MA | 112 | Trigonometry | 2 |
| MA | 113 | Calculus I | 4 |
| MA | 114 | Calculus II | 4 |
| MA | 123 | Elementary Calculus and Its Applications | 3 |
| MA | 162 | Finite Mathematics and Its Applications | 3 |
| MA | 201 | Mathematics for Elementary Teachers | 3 |
| MA | 202 | Mathematical Problem Solving for Elementary Teachers | 3 |
| MA | 213 | Calculus III | 4 |
| MA | 214 | Calculus IV | 3 |
| MAH | 121 | Mathematics for Business ^{1*} | 3 |
| MAH | 125 | Technical Mathematics ^{1*} | 3 |
| MAH | 144 | Calculus for Technical Students ^{1*} | 4 |
| MAH | 151 | Applied Mathematics ^{1*} | 3 |
| MT | 105 | Business Mathematics ¹ | 3 |
| MT | 107 | Contemporary College Mathematics ^{2*} | 3 |
| MT | 109 | College Algebra and Functions* | 3 |
| MT | 110 | Applied Mathematics ¹ | 3 |
| MT | 115 | Technical Mathematics ¹ | 3 |
| MT | 125 | Technical Algebra and Trigonometry | 3 |
| MT | 145 | Contemporary College Mathematics ³ | 3 |
| MT | 150 | College Algebra and Functions | 3 |
| MT | 155 | Trigonometry | 3 |

| | | | |
|-----|-----|---|---|
| STA | 200 | Statistics: A Force in Human Judgment | 3 |
| STA | 291 | Statistical Method | 3 |

¹Course does not fulfill general education transfer requirements for the AA/AS degree.

²Does not fulfill general education transfer requirements for AS degree.

Science

To demonstrate an awareness of one's interaction with the biological/physical environment

| | | | |
|------|-----|--|---|
| AST | 101 | Frontiers of Astronomy | 3 |
| AST | 191 | The Solar System | 3 |
| AST | 192 | Galactic and Extra-Galactic Astronomy | 3 |
| BIO | 102 | Human Ecology | 3 |
| BIO | 103 | Basic Ideas of Biology | 3 |
| BIO | 104 | Animal Biology | 3 |
| BIO | 106 | Principles of Plant Biology | 3 |
| BIO | 114 | Major Discoveries in Biology | 3 |
| BIO | 150 | Principles of Biology I | 3 |
| BIO | 152 | Principles of Biology II | 3 |
| BIO | 204 | The Genetic Perspective | 3 |
| BIO | 208 | Principles of Microbiology | 3 |
| BSL | 102 | Introduction to Biology I | 3 |
| BSL | 103 | Introduction to Biology II | 3 |
| BSL | 109 | Aspects of Human Biology | 3 |
| BSL | 116 | Introduction to Conservation Biology | 3 |
| BSL | 120 | Principles of Ecology | 3 |
| BSL | 212 | Medical Microbiology | 4 |
| BSL | 244 | Principles of Environmental Science | 3 |
| BSL | 246 | Urban Ecology | 3 |
| BSL | 247 | Communicable Diseases and Epidemiology | 3 |
| CHE | 104 | Introductory General Chemistry | 3 |
| CHE | 105 | General College Chemistry I | 3 |
| CHE | 107 | General College Chemistry II | 3 |
| CHE | 230 | Organic Chemistry I | 3 |
| CHE | 232 | Organic Chemistry II | 3 |
| CHE | 236 | Survey of Organic Chemistry | 3 |
| CHM | 100 | Introductory General and Biological Chemistry | 4 |
| CHM | 101 | Chemistry: A Cultural Approach | 3 |
| ENVR | 101 | Fundamentals of Hydrological Geology* | 3 |
| ENVR | 201 | Chemistry and Biology of Water* | 3 |
| ENVR | 203 | Fundamentals of Solid Waste* | 3 |
| GEO | 130 | Earth's Physical Environment | 3 |
| GEO | 251 | Weather and Climate | 3 |
| GLY | 101 | Physical Geology | 3 |
| GLY | 102 | Historical Geology | 3 |
| GLY | 110 | Endangered Planet: An Introduction to Environmental Geology | 3 |
| GLY | 130 | Dinosaurs and Disasters: A Brief History of the Vertebrates | 3 |
| PHY | 151 | Introduction to Physics | 3 |
| PHY | 152 | Introduction to Physics | 3 |
| PHY | 201 | General Physics | 4 |
| PHY | 203 | General Physics | 4 |
| PHY | 231 | General University Physics | 4 |
| PHY | 232 | General University Physics | 4 |

Science with Laboratory

| | | | |
|-----|-----|---|---|
| AST | 191 | The Solar System and | 3 |
| ASY | 195 | Introductory Astronomy Laboratory | 1 |
| BIO | 104 | Animal Biology and | 3 |
| BIO | 105 | Animal Biology Laboratory | 1 |
| BIO | 106 | Principles of Plant Biology and | 3 |
| BIO | 107 | Plant Biology Laboratory | 1 |
| BSL | 140 | Botany | 4 |
| BIO | 150 | Principles of Biology I and | 3 |
| BIO | 151 | Principles of Biology Laboratory I | 2 |
| BIO | 152 | Principles of Biology II and | 3 |
| BIO | 153 | Principles of Biology Laboratory II | 2 |
| BSL | 160 | Principles of Zoology | 4 |
| BIO | 208 | Principles of Microbiology and | 3 |

| | | | |
|------|-----|--|-----|
| BIO | 209 | Introductory Microbiology Laboratory | 2 |
| BSL | 107 | Basic Anatomy and Physiology with Laboratory | 4 |
| BSL | 110 | Human Anatomy and Physiology I | 4 |
| BSL | 111 | Human Anatomy and Physiology II | 4 |
| BSL | 244 | Principles of Environmental Science and | 3 |
| BSL | 245 | Environmental Laboratory Science | 5 |
| CHE | 104 | Introductory General Chemistry and | 3 |
| CHM | 104 | Introductory General Chemistry Laboratory | 1 |
| CHE | 105 | General College Chemistry I and | 3 |
| CHM | 105 | General Chemistry Laboratory I | 2 |
| CHE | 107 | General College Chemistry II and | 3 |
| CHE | 106 | Intro. to Inorganic, Organic, and Biochemistry | 4 |
| CHE | 115 | General Chemistry Laboratory | 3 |
| CHE | 226 | Analytical Chemistry | 3-5 |
| CHE | 230 | Organic Chemistry I and | 3 |
| CHE | 231 | Organic Chemistry Laboratory I | 2 |
| CHE | 232 | Organic Chemistry II and | 3 |
| CHE | 233 | Organic Chemistry Laboratory II | 2 |
| ENVR | 144 | Foundations of Environmental Ecology* | 4 |
| ENVR | 201 | Chemistry and Biology of Water* and | 3 |
| ENVR | 202 | Environmental Water Laboratory* | 2 |
| ENVR | 245 | Sources and Effects of Air Pollution* | 4 |
| GLY | 101 | Physical Geology and | 3 |
| GLY | 111 | Laboratory for Physical Geology | 1 |
| GLY | 102 | Historical Geology and | 3 |
| GLY | 112 | Laboratory for Historical Geology | 1 |
| GLY | 220 | Principles of Physical Geology | 4 |
| PHY | 151 | Introduction to Physics and | 3 |
| PH | 161 | Introductory Physics Laboratory I | 1 |
| PHY | 152 | Introduction to Physics and | 3 |
| PH | 162 | Introductory Physics Laboratory II | 1 |
| PH | 171 | Applied Physics | 4 |
| PH | 217 | Applied Industrial Physics | 5 |
| PHY | 211 | General Physics | 5 |
| PHY | 213 | General Physics | 5 |
| PHY | 231 | General University Physics and | 4 |
| PHY | 241 | General University Physics Laboratory | 1 |
| PHY | 232 | General University Physics and | 4 |
| PHY | 242 | General University Physics Laboratory | 1 |

Science Laboratory

| | | | |
|-----|-----|---|---|
| BIO | 111 | General Biology Laboratory | 1 |
| BSL | 100 | Biology Laboratory | 1 |
| BSL | 101 | Biology Laboratory | 1 |
| CHM | 104 | Introductory General Chemistry Laboratory | 1 |
| PH | 161 | Introductory Physics Laboratory I | 1 |
| PH | 162 | Introductory Physics Laboratory II | 1 |

Social Interaction

To demonstrate an awareness of self as an individual, as a member of a multicultural society, and/or as a member of the world community

| | | | |
|-----|-----|---|---|
| ANT | 130 | Introduction to Comparative Religion ¹ | 3 |
| ANT | 160 | Cultural Diversity in the Modern World | 3 |
| ANT | 235 | Food and Culture | 3 |
| ANT | 220 | Introduction to Cultural Anthropology | 3 |
| ANT | 241 | Origins of Old World Civilization | 3 |
| ANT | 242 | Origins of New World Civilization | 3 |
| COM | 101 | Introduction to Communications | 3 |
| COM | 249 | Mass Media and Mass Culture | 3 |
| ECO | 101 | Contemporary Economic Issues | 3 |
| ECO | 201 | Principles of Economics I | 3 |
| ECO | 202 | Principles of Economics II | 3 |
| FAM | 252 | Introduction to Family Science | 3 |
| FAM | 253 | Human Sexuality: Development, Behavior, and Attitudes | 3 |
| GE | 140 | Development of Leadership | 3 |
| GEO | 152 | Regional Geography of the World | 3 |
| GEO | 160 | Lands and Peoples of the Non-Western World | 3 |
| GEO | 172 | Human Geography | 3 |
| GEO | 222 | Cities of the World | 3 |
| GEO | 256 | Behavior in Space and Time | 3 |

| | | | |
|-----|-----|--|---|
| GEN | 101 | The Economics of Food and Agriculture | 3 |
| HUM | 135 | Introduction to Native American Literature | 3 |
| HUM | 202 | Survey of Appalachian Studies I | 3 |
| HUM | 203 | Survey of Appalachian Studies II | 3 |
| HUM | 204 | Appalachian Seminar | 3 |
| PS | 101 | American Government | 3 |
| PS | 210 | Introduction to European Politics: East and West | 3 |
| PS | 212 | Culture and Politics in the Third World | 3 |
| PS | 235 | World Politics | 3 |
| PS | 255 | State Government | 3 |
| PS | 271 | Introduction to Political Behavior | 3 |
| PSY | 100 | Introduction to Psychology | 4 |
| PSY | 223 | Developmental Psychology | 3 |
| PY | 110 | General Psychology | 3 |
| PY | 180 | Human Relations | 3 |
| PY | 185 | Human Potential | 3 |
| PY | 230 | Psychosocial Aspects of Death and Dying | 3 |
| RS | 130 | Introduction to Comparative Religion* | 3 |
| SOC | 101 | Introduction to Sociology | 3 |
| SOC | 151 | Social Interaction | 3 |
| SOC | 152 | Modern Social Problems | 3 |
| SOC | 220 | The Community | 3 |
| SOC | 235 | Inequality in Society | 3 |
| SOC | 249 | Mass Media and Mass Culture | 3 |
| SOC | 260 | Population, Resources, and Change | 3 |
| SPA | 115 | Culture of Mexico for Non-Spanish Speakers | 3 |
| SPI | 115 | Culture of Mexico for Non-Spanish Speakers* | 3 |
| SWK | 275 | The Family | 3 |
| WS | 200 | Introduction to Women's Studies in the Social Sciences | 3 |

¹May be used to fulfill either Social Interaction or Humanities competency.

Heritage/Humanities

To recognize the impact of decisive ideas and events in human heritage

Heritage

| | | | |
|-----|-----|---|---|
| HIS | 104 | A History of Europe Through the Mid-Seventeenth Century | 3 |
| HIS | 105 | A History of Europe from the Mid-Seventeenth Century to the Present | 3 |
| HIS | 106 | Western Culture: Science and Technology I | 3 |
| HIS | 107 | Western Culture: Science and Technology II | 3 |
| HIS | 108 | History of the U.S. Through 1865 | 3 |
| HIS | 109 | History of the U.S. Since 1865 | 3 |
| HIS | 120 | The World at War, 1939-45 | 3 |
| HIS | 202 | History of British People to the Restoration | 3 |
| HIS | 203 | History of British People Since the Restoration | 3 |
| HIS | 206 | History of Colonial Latin America | 3 |
| HIS | 207 | History of Modern Latin America, 1810 to Present | 3 |
| HIS | 240 | History of Kentucky | 3 |
| HIS | 248 | History of Islam and Middle East Peoples, 1250 to the Present | 3 |
| HIS | 254 | History of Sub-Saharan Africa | 3 |
| HIS | 260 | Afro-American History to 1865 | 3 |
| HIS | 261 | Afro-American History 1865 - Present | 3 |
| HIS | 265 | History of Women in America | 3 |
| HIS | 295 | East Asia to 1800 | 3 |
| HIS | 296 | East Asia Since 1800 | 3 |

Humanities

| | | | |
|-----|-----|---|---|
| A-H | 105 | Ancient Through Medieval Art | 3 |
| A-H | 106 | Renaissance Through Modern Art | 3 |
| ANT | 130 | Introduction to Comparative Religion ¹ | 3 |
| ART | 100 | Introduction to Art | 3 |
| CLA | 135 | Greek and Roman Mythology | 3 |
| ENG | 161 | Introduction to Literature | 3 |
| ENG | 221 | Survey of English Literature I | 3 |
| ENG | 222 | Survey of English Literature II | 3 |
| ENG | 251 | Survey of American Literature I | 3 |
| ENG | 252 | Survey of American Literature II | 3 |

| | | | |
|-----|-----|--|---|
| ENG | 261 | Survey of Western Literature from the Greeks Through the Renaissance | 3 |
| ENG | 262 | Survey of Western Literature from 1660 to the Present | 3 |
| ENG | 264 | Major Black Writers | 3 |
| ENG | 270 | The Old Testament as Literature | 3 |
| ENG | 271 | The New Testament as Literature | 3 |
| ENG | 281 | Introduction to Film | 3 |
| FR | 101 | Elementary French | 4 |
| FR | 102 | Elementary French | 4 |
| FR | 201 | Intermediate French | 3 |
| FR | 202 | Intermediate French | 3 |
| GE | 170 | Art Appreciation | 3 |
| GER | 101 | Basic German | 4 |
| GER | 102 | Basic German | 4 |
| GER | 201 | Intermediate German | 3 |
| GER | 202 | Intermediate German | 3 |
| HON | 101 | The Ancient World | 3 |
| HON | 102 | The Medieval and Renaissance World | 3 |
| HON | 201 | The Early and Modern World | 3 |
| HON | 202 | The Contemporary World | 3 |
| HRS | 101 | An Integrated Survey of Western Civilization I | 3 |
| HRS | 102 | An Integrated Survey of Western Civilization II | 3 |
| HRS | 201 | An Integrated Survey of Western Civilization III | 3 |
| HRS | 202 | An Integrated Survey of Western Civilization IV | 3 |
| HUM | 120 | Introduction to the Humanities | 3 |
| HUM | 135 | Introduction to Native American Literature | 3 |
| HUM | 210 | Ancient Art History | 3 |
| HUM | 211 | Medieval Art History | 3 |
| HUM | 212 | Renaissance Art History | 3 |
| HUM | 213 | Modern Art History | 3 |
| HUM | 230 | Twentieth Century Japanese Literature and Culture (in translation) | 3 |
| MU | 101 | Folk and Traditional Music of the Western Continents | 3 |
| MUS | 100 | Introduction to Music | 3 |
| MUS | 201 | Music in Western Culture to 1700 | 3 |
| MUS | 202 | Music in Western Culture, 1700-present | 3 |
| MUS | 206 | American Music | 3 |
| MUS | 220 | Symphonic Music | 3 |

| | | | |
|-----|-----|---|---|
| MUS | 222 | History and Sociology of Rock Music | 3 |
| PHI | 100 | Introduction to Philosophy: Knowledge and Reality | 3 |
| PHI | 120 | Introductory Logic | 3 |
| PHI | 130 | Introduction to Philosophy: Morality and Society | 3 |
| PHI | 260 | History of Philosophy I: From Greek Beginnings to the Middle Ages | 3 |
| PHI | 270 | History of Philosophy II: From the Renaissance to the Present Era | 3 |
| PHL | 110 | Bioethics: Moral Issues in Health Care | 3 |
| PHL | 120 | Business Ethics | 3 |
| RS | 101 | Introduction to Religious Studies | 3 |
| RS | 130 | Introduction to Comparative Religion* | 3 |
| SED | 101 | American Sign Language I | 3 |
| SED | 102 | American Sign Language II | 3 |
| SED | 203 | American Sign Language III | 3 |
| SED | 204 | American Sign Language IV | 3 |
| SPA | 101 | Elementary Spanish I (spoken approach) | 4 |
| SPA | 102 | Elementary Spanish II (spoken approach) | 4 |
| SPA | 201 | Intermediate Spanish III (spoken approach) | 3 |
| SPA | 202 | Intermediate Spanish IV (spoken approach) | 3 |
| SPI | 101 | Elementary Spanish I (spoken approach)* | 4 |
| SPI | 102 | Elementary Spanish II (spoken approach)* | 4 |
| SPI | 201 | Intermediate Spanish III (spoken approach)* | 3 |
| SPI | 202 | Intermediate Spanish IV (spoken approach)* | 3 |
| TA | 101 | Introduction to Theatre: Principles and Practices | 3 |
| TA | 200 | Introduction to Dramatic Literature | 3 |
| TA | 283 | American Theatre | 3 |
| WS | 201 | Introduction to Women's Studies in the Arts and Humanities | 3 |

*May be used to fulfill either Social Interaction or Humanities competency

Mathematics Course Transition

Below is a table clarifying the math course transition that is taking place fall, 2004. Courses with the MT prefix that are below the 100-level are developmental courses. MT courses between 100 and 139 are specifically designed for occupational/technical programs. Courses numbered 140 and above are designed as transfer courses.

| New Course | Credit | Prereq. Course | Replaces... |
|--|--------|----------------------|---------------------------|
| MT 050 Dev. Math Workshop | 1-2 | | MAH 065, MTH 199 |
| MT 055 Pre-Algebra | 3 | | MAH 060, MTH 100 |
| MT 065 Basic Algebra w/Measurement | 3 | MT 055 | MAH 070, MTH 110, |
| MT 075 Pre-College Geometry | 3 | MT 055 | MAH 075 |
| MT 100 College Algebra Workshop | 2 | | MAH 100 |
| MT 105 Business Math. | 3 | MT 065 | MAH 121 |
| MT 110 Applied Math. | 3 | MT 065 | MAH 151 |
| MT 115 Technical Math. | 3 | MT 065 | MAH 125, MTH 120, 130,150 |
| MT 120 Intermediate Algebra w/Applications | 3 | MT 065 | MAH 083, MA 108, MTH 160 |
| MT 122 Intermediate Algebra: A Functional Approach | 4 | MT 065 | MAH 080 |
| MT 125 Technical Algebra.& Trigonometry | 3 | MT 065 | MTH 170,175,101 |
| MT 139 AAS Mathematics Application: (Topic) | 1-3 | | |
| MT 145 Contemporary College Mathematics | 3 | MT 120 or 122 | MT 107 |
| MT 150 College Algebra | 3 | MT 120 or 122 or 125 | MT 109 |
| MT 155 Trigonometry | 3 | MT 120 or 122 or 125 | |
| MT 190 Mathematics Workshop | 1 – 2 | | |

Course Substitution Chart

The course substitutions listed in the chart below were approved in December 2002. Courses in Column A can be substituted for courses in Column B and vice versa.

| Column A | Column B |
|----------|-----------|
| CPU 150 | CIS 100 * |
| EFM 100 | BA 120 |
| OST 103 | AHS 115 |
| TEC 200 | CMS 152 |

*This course is listed in the *KCTCS Catalog* as meeting a general education requirement.

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.

College Codes

| | |
|-----|---|
| ASC | Ashland Community and Technical College |
| BGT | Bowling Green Technical College |
| BSC | Big Sandy Community and Technical College |
| CKT | Central Kentucky 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 College |
| JFT | Jefferson Technical College |
| MDC | Madisonville Community College |
| MYC | Maysville Community and Technical College |
| OWC | Owensboro Community and Technical College |
| SMC | Somerset Community College |
| SEC | Southeast Community College |
| WKC | West Kentucky Community and Technical College |