

# ACADEMIC POLICIES - INTRODUCTION

## INTRODUCTION

### Transfer Programs

KCTCS colleges are charged to offer curricula for the first two years of a baccalaureate program. Courses parallel university offerings and are transferable to four-year institutions — both public and private. Students who successfully complete at least 60 semester hours of work in major fields or professional curricula are awarded the Associate in Arts or Associate in Science degree.

Students who expect to complete a bachelor's degree have three information resources: 1) the statewide general education transfer policy, 2) Baccalaureate Program Transfer Frameworks, and 3) individual transfer agreements with universities.

The Kentucky Council on Postsecondary Education's General Education Transfer Policy is designed to improve the transferability of general education course work among public colleges and universities. Students who complete specified general education requirements for the Associate in Arts and Associate in Science degrees and intend to transfer to a public college or university should refer to the general education competencies.

Baccalaureate Program Transfer Frameworks are designed to assist students who plan to obtain a baccalaureate degree begin their education at a KCTCS college, then transfer to any public university in the state — with the guarantee that ALL credits taken in compliance with a framework will apply to the degree program. These frameworks may be found on the web at : [www.cpe.state.ky.us/students/trans\\_01/trans\\_01.htm](http://www.cpe.state.ky.us/students/trans_01/trans_01.htm).

Campus transfer liaisons and university catalogs provide additional information about bachelor's degree requirements. Students who plan to earn a bachelor's degree should consult with their counselors and academic advisors to plan course work appropriate for transfer and to identify applicable transfer agreements with individual universities.

### Career Programs

KCTCS colleges are committed to an expanded program of occupational career education to provide trained technicians to meet the workforce needs of the Commonwealth. These career programs, usually completed in two years, lead to the Associate in Applied Science degree, with some selected programs awarding the Associate in Applied Technology. Many students decide to spread their education over a longer period. Requirements for career programs begin on page 49.

### Continuing Education and Community Service Opportunities

The campus of the college is literally the area of the state which it serves. Each college strives to promote the intellectual activities of the community and exert its influence to enrich and preserve the culture of its district.

Considerable emphasis is given to adult and continuing education programs designed to meet the needs of local business and industry, as well as private citizens. Since new developments in most fields of endeavor require updated knowledge and skills, interest in lifelong learning has increased. In addition, many individuals are interested in personal enrichment and vocational pursuits. Both credit and non-credit courses are available to those desiring to further their education on a part-time basis. These offerings include evening classes, workshops, seminars, and short courses. Courses and programs are offered on the college campus and in other facilities located in the district. Colleges sponsor a variety of concerts, lectures, exhibits, folk festivals, and dramatic presentations.

# ACADEMIC POLICIES - ACADEMIC SERVICES

## ACADEMIC SERVICES

### Academic Advising

Every student is assigned an academic advisor. The assignment is made based on the student's interests and achievements. The advisor must be consulted before the student registers and before any changes are made in the schedule of classes the student is taking.

### 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 and KYVU offer a complete online Associate in Arts (Business Transfer Framework) taught through the Internet. An Associate in Applied Science degree in Information Technology is scheduled for delivery in fall 2001. 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. This complete online degree offering includes a 48-block General Education Transfer Component and a 12-hour block Business Specialty Transfer Component. See the KCTCS web site [www.kctcs.net](http://www.kctcs.net) for further information.

Several community 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 classwork 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. Some on campus meetings may be required by the instructor.

### 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. Students need to meet the conditions for admission to KCTCS.

### General Education Certifications

#### Full Certification

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.

#### Core Certification

Students who have not earned an AA or AS degree, but 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. Students who wish to have their transcripts reviewed for area certification should complete a transcript request form in the college's admissions and records office.

If you have questions about the General Education Transfer Policy, please contact your College's Transfer Information Liaison. Check with the sending institution about the time frame for applying and receiving 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/students/transfer/transfer.htm](http://www.cpe.state.ky.us/students/transfer/transfer.htm)

## **General Education Transfer Information Liaisons**

### **Ashland Community College**

Dan Bailey  
Room 158  
(606) 329-2999, ext. 231

### **Elizabethtown Community College**

Sharon Spratt  
112 Administration Bldg.  
(270) 769-2371, ext. 309

### **Hazard Community College**

Marilyn Brown  
(606) 436-5721, ext. 220

### **Henderson Community College**

Brenda Knight  
AD 105  
(270) 827-1867, ext. 256

### **Hopkinsville Community College**

John Wheeler  
219 Administration Bldg.  
(270) 886-3921, ext. 199

### **Jefferson Community College - DT**

Robert Lawrence  
107 Louisville-Voc. Tech Bldg.  
(502) 584-0181, ext. 2347

### **Jefferson Community College - SW**

Cindy Walker  
151 Administration Bldg.  
(502) 935-9840, ext. 3202

### **Madisonville Community College**

Sherry Hewell  
345 Gray Bldg.  
(270) 821-2250, ext. 2177

### **Maysville Community College**

Jerry Greiner  
101 Academic Building  
(606) 759-7141, ext. 229

### **Owensboro Community College**

Sandy Carden  
A 110-103, Administration Bldg.  
(270) 686-4437

### **Paducah Community College**

Sandra Tucker  
2nd Floor, Carson Hall  
(270) 584-9200, ext. 6114

### **Prestonsburg Community College**

Jeffrey Hicks, James Manley  
Room 137, Johnson Bldg.  
(606) 886-3863

### **Somerset Community College**

Roger Hollars  
109 Stoner Bldg.  
(606) 679-8501, ext. 3337

### **Southeast Community College**

Karin Gibson  
115 Newman Bldg.  
(606) 589-2145, ext. 2033

### **KCTCS Chancellors' Office**

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

### **Eastern Kentucky University**

Melanie Shaffer  
125 Keith Bldg.  
Phone: (859) 622-2263  
Fax: (859) 622-5887  
E-mail: melanie.shaffer@eku.edu

### **Kentucky State University**

Betsy Waits  
Rm. 323 ASB  
Phone: (502) 597-6340  
Fax: (502) 597-6239  
E-mail: bwaits@gwmail.kysu.edu

### **Morehead State University**

Loretta Lykins  
201 Ginger Hall  
Phone: (859) 783-2008  
Fax: (859) 783-5031  
E-mail: l.lykins@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**

Mary A. Lepper  
AC 505 Nunn Drive  
Phone: (859) 572-6124  
Fax: (859) 572-6055  
E-mail: mlepper@nku.edu

### **University of Kentucky**

Retha Higgs or Philipp Kraemer  
Undergraduate Studies  
206 Gillis Building  
Phone: (859) 257-3027  
Fax: (859) 323-1932  
Philipp Kraemer E-mail: pjkrae00@pop.uky.edu  
Retha Higgs E-mail: rhiggs@pop.uky.edu

### **Lexington Community College**

Becky Harp  
206C Oswald Bldg.  
(606) 257-4872

### **University of Louisville**

Judy Aycock Simpson  
Undergraduate Affairs  
Office of the University Provost  
Phone: (502) 852-2693  
Fax: (502) 852-4560  
E-mail: jasimp01@gwise.louisville.edu

### **Western Kentucky University**

Cheryl Chambless  
Academic Advising and Retention Center  
Phone: (270) 745-5065  
Fax: (270) 745-5421  
TDD: (270) 745-5389  
E-mail: cheryl.chambless@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

The Community 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/ Composition	3	ENG 161	3 credits for ENG 161. Automatic admission to ENG 105
English Language/ Composition	3	ENG 161	3 credits for ENG 161. Automatic admission to ENG 105
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	4	NA	Placement only, no credit Comparative Politics
	5	PS 210	3 credits
Psychology	4	PSY 100	4 credits
Spanish Language	3	SPI 202	3 credits
	4	SPI 210	4 credits
Spanish Literature	3	SPI 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.

### **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 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
<b>Composition and Literature</b>			
American Literature	53 or above	ENG 251, 252	6
English Literature	53 or above	ENG 221, 222	6
<b>Foreign Languages</b>			
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	SPI 102, 201	7
College Level Spanish Language	55 or above	SPI 102, 201, 202	10
<b>History and Social Sciences</b>			
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
<b>Science and Mathematics</b>			
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
<b>Business</b>			
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 by the Information Technology (IT) 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**

The 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 a "P" for passing and credit for the course. The P grade does not affect the student's grade point average. A reduction in the number of credit hours resulting from passing the STEP exam will not result in a tuition refund.

## **Non-Classroom Learning Experiences**

### **Cooperative Education in AAS Programs at Community Colleges**

Students attending community colleges offering cooperative education may elect to participate in the cooperative education program, provided they are enrolled in one of the Associate in Applied Science degree programs in which cooperative education is an approved course. Through cooperative education students receive planned and evaluated work experiences related to their educational objectives. Both financial remuneration and academic credit are offered in cooperative education.

One credit hour is awarded for 80 hours of approved work experience and for satisfactory completion of additional required activities. While the maximum amount of credit granted for cooperative education experience varies by curriculum, the amount may never exceed eight hours in an Associate in Applied Science degree program.

A student may enroll for no more than four credit hours of cooperative education during any semester in which the student is enrolled for twelve or more other credit hours. A student who is not enrolled for any other courses may earn a maximum of eight credits during the fall or spring semester, two credits during the four-week intersession, four credits during the eight-week summer session, and three credits in a six-week summer session.

In order to enroll in cooperative education, the student must have completed at least 12 credit hours in the program of study and/or have marketable skills in the area in which the student is enrolled. A minimum cumulative grade-point average of 2.0 is required to participate in cooperative education.

A student interested in cooperative education should contact the program coordinator or advisor for information regarding which Associate in Applied Science degree programs include cooperative education as an approved course.

### **Cooperative Education and Practicum Experience at Technical Colleges**

Many of the the diploma and degree programs offered through the technical 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 attending community colleges 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.

# ACADEMIC POLICIES - POLICIES AND RULES

## ACADEMIC POLICIES AND RULES

### Policies Related to Enrollment

#### 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.

The minimum load for a full-time student is 12 credit hours.

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/director 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 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. 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. Any community college student who receives a grade of P in a course shall be eligible to continue into the next sequential course(s). 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. Students who intend to transfer to the University of Kentucky are cautioned that any use of the pass-fail option at a community college will count as part of

the four pass-fail options available to them at the University of Kentucky. The grade P may also be assigned by the Community/ Technical College Appeals Board.

**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 a W, WP, or WF grade, 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 the assignment of a W, WP or WF grade during the discretionary period. An instructor shall not assign a student a W, WP or WF 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. It may not be assigned to a student found guilty of an academic offense without permission of the instructor in whose class the offense occurred. A president/director of a college (or designee) may, if the student concurs, assign the grade of W to a student who has been reported to the president/director for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

**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.

**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.

**Grade WF** represents withdrawal from class after mid-term and indicates student was failing at time of withdrawal. This grade is included in the grade point average calculation as an E.

**Grade WP** represents withdrawal from class after mid-term and indicates student was passing class at time of withdrawal. This grade is not included in the grade point average calculation.

**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", "WP", or "WF" 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.

### Courses Taken on a Pass/Fail Basis

**Orientation and Developmental Courses.** Orientation and developmental community college courses may be offered on a pass-fail basis and shall be for non-degree credit. These courses are not used in calculating grade-point standing.

**Student Choice.** Students with at least 30 credit hours and not on academic probation may select a maximum of two elective courses, subject to certain restrictions, to be taken on a Pass-Fail basis. Credit hours successfully completed under this option will count toward graduation but will not be 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 which have been specifically approved for offering only on a Pass-Fail basis.

Students who elect to enroll in these courses will be expected to participate fully in the courses and take all examinations. Students may enroll in Pass-Fail courses without satisfying course prerequisites.

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.

## 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

*(Community College policy only)*

Students may repeat a course as many times as they feel it necessary to bring their competence up to the levels desired, subject to the approval of the division chairperson. To exercise a repeat option for the purpose of improving a grade, a course must be repeated with the same grade option as the original enrollment in the course. Before repeating a course, the student must notify in writing the president of the college (or designee) in which the student is enrolled. The highest grade earned in a completed course shall constitute the official grade for the courses. If students have been dropped from a technical program, course enrollment is dependent upon readmission to the program.

A student may not register in a given term for more than one course bearing the same number, except where such courses have different identifying titles.

Students planning to transfer to the University of Kentucky are advised that the University will accept only three repeat options from the community colleges.

## Final Examinations

*(Community College policy only)*

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

*(Community College policy only)*

The Dean’s List recognizes the academic excellence of full-time 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)

*(Community College policy only)*

A student who has been admitted or re-admitted after having remained out of the Community 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 admission or readmission, may choose to have none of the course work attempted in the Community 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 admission or 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, selected by the student, in which credit was earned with a grade of A, B, C, D, or P prior to admission or readmission, without including those grades in the computation of the student’s grade-point average.

## English Requirement

*(Community College policy only)*

The Community Colleges require demonstrated competence in English composition as a condition for the award of an associate degree. Competence may be demonstrated in the following ways:

1. Students who have a standard score of 28 or below on the English section of the enhanced ACT (24 on the older version) must satisfactorily complete two semesters of writing courses (normally ENG 101 and ENG 102).
2. Students who have a standard score of 29 or above on the English section of the enhanced ACT (25 on the older version) may elect to take a special writing proficiency examination. Students who pass this examination are eligible to fulfill the Community College writing requirement by successfully completing English 105. Students who do not pass this examination are required to take two semesters of writing courses.
3. Students who are pursuing an Associate in Applied Science degree may satisfy the English composition requirement by satisfactorily completing English 101 and 102 depending on the program, regardless of their score on the English section of the ACT.

Acceptable Standards in English — Instructors in all courses are expected to call attention to and penalize for errors in English usage on the part of a student, and to require papers to be rewritten that do not meet acceptable English standards.

## **Policies Related to Graduation**

### **Graduation Requirements**

*(Community College policy only)*

For the Associate in Arts, Associate in Science, and Associate in Applied Science degrees, regardless of the time the student has attended the community college, a minimum of twenty-four (24) credits must be completed within the KCTCS community colleges and at least 25 percent of the approved curriculum credits must be completed at the community 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 certificate.

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

### **Graduation With Honors**

*(Community College policy only)*

Students who have completed at least 48 credit hours of work in the community 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 in the community colleges shall be graduated "With Distinction" if they attain a grade-point average of 3.40-3.59 on all work attempted.

### **Second Associate Degree**

*(Community College policy only)*

A student will be eligible for a second 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.

## **UK Degree Phase Out**

*(Community College policy only)*

All KCTCS community college students who enrolled in a University of Kentucky approved associate degree program prior to July 1, 1999, and who complete degree requirements on or before June 30, 2004, will receive degrees awarded by the University of Kentucky. Students who complete degree requirements on July 1, 2004, or later, will receive KCTCS degrees.

All students who enroll in a Kentucky Community and Technical College System college after July 1, 1999, and successfully complete degree requirements in KCTCS approved degree programs will receive degrees awarded by KCTCS.

All students who enrolled in a new Kentucky Community and Technical College System approved degree program prior to July 1, 1999, and who successfully complete degree requirements will receive degrees awarded by KCTCS.

For more information concerning the phase-out of University of Kentucky degrees, visit the KCTCS website: [www.kctcs.net](http://www.kctcs.net). The *Memorandum of Understanding* between UK and KCTCS and a *Question and Answer* flier are posted there.

## **Kentucky Technical College Guarantee**

*(Technical College policy only)*

Technical colleges offer employers of graduates the following guarantee:

The technical 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 technical 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 technical college graduates of diploma level 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 POLICIES - CREDENTIALS AWARDED

## ACADEMIC CREDENTIALS AWARDED

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

#### 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 course (this excludes all MAH courses and MA 108 and excludes MT 107 for the AS only).	3	3
<b>Subtotal Core Transfer Component</b>	<b>33</b>	<b>33</b>

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

#### Additional General Education Requirements (Beyond The Core)

	AA	AS
Heritage/Humanities	3	—
Heritage/Humanities or Social Interaction	3	—
Science or Mathematics Any MA or STA course can be used to satisfy this mathematics requirement. (This excludes all MAH courses and MA 108 and excludes MT 107 for the AS only.) The Associate in Science degree must include at least 4 credit hours in MA or STA courses.	3	9

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

#### Other Degree Requirements

	AA	AS
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.

#### 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.

#### B. General education component:

Mathematics <i>SACS* requires natural sciences / mathematics</i> <i>COE** requires mathematics</i>	3
Natural/ Applied Science <i>SACS requires natural sciences / mathematics</i> <i>COE requires natural or applied sciences</i>	3
Behavioral Science/ Social Interaction <i>SACS requires social / behavioral science</i> <i>COE requires behavioral science</i>	3
Humanities/ Fine Arts <i>SACS requires humanities / fine arts</i> <i>COE requires humanities</i>	3
Writing/ Accessing Information	3
<b>Sub-Total</b>	<b>15</b>
<b>Additional General Education Courses</b>	<b>0-12</b>
<b>General Education Total Credit Hours</b>	<b>15-27</b>

C. Technical & Support Component      Sub-Total 45 - 61

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**

D. 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.*

**Associate in Applied Technology**

An Associate in Applied Technology (AAT) degree prepares students for technical employment within a two year-period and consists of a minimum of 60 credit hours and a maximum of 76 credit hours, including 15 general education credit hours, and meets the distribution of credit described below.

B. General education component:

Option A: Not for Transfer

Humanities	3
Mathematics	3
Natural/ Applied Science	3
Behavioral Science	3
Elective from above	<u>3</u>
Sub-Total	15

- or -

Option B: For Transfer

Humanities or Oral Communication	3
Mathematics	3
Science	3
Social Interaction	3
Writing/ Accessing Information	<u>3</u>
Sub-Total	15

Individual programs may specify a combination of Option A and Option B courses.

The AAT degree 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 associate degree level.

C. Major and Support Course Requirements	<u>Sub-Total 45</u>
	Total 60 *

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

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

*\*The maximum number of semester credit hours required for AAT degree completion is 76.*

**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 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. 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 and housed 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.

# ACADEMIC POLICIES - GENERAL EDUCATION

## General Education Requirements

The overall goal of education must be to help students become productive people who are aware of the ideas and aspirations which motivate human thought and action, and who can successfully use their understanding 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.

The general education competencies and associated list of courses have been adopted by the Community College Faculty Senate for degrees awarded by community colleges. In addition, these courses are cited for inclusion in curricula offered by both technical and community colleges (integrated curricula) or in curricula offered exclusively by technical colleges.

### 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

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

### Oral Communication

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

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

### Computer Literacy

To utilize computer technology as a tool to access and prepare information.

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

\*150 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

105	MATH	Introduction to Contemporary Mathematics* ...	3
109	MA	College Algebra .....	3
110	MA	Analytic Geometry and Trigonometry .....	4
112	MA	Trigonometry .....	2
113	MA	Calculus I .....	4
114	MA	Calculus II .....	4
123	MA	Elementary Calculus and Its Applications .....	3
132	MA	Calculus for the Life Sciences .....	3
162	MA	Finite Mathematics and Its Applications .....	3
201	MA	Mathematics for Elementary Teachers .....	3
202	MA	Mathematical Problem Solving for Elementary Teachers .....	3
213	MA	Calculus III .....	4
214	MA	Calculus IV .....	3
121	MAH	Mathematics for Business** .....	3
125	MAH	Technical Mathematics** .....	3
144	MAH	Calculus for Technical Students** .....	4
151	MAH	Applied Mathematics** .....	3
107	MT	Contemporary College Mathematics*** .....	3
109	MT	College Algebra and Functions .....	3
200	STA	Statistics: A Force in Human Judgment .....	3
291	STA	Statistical Method .....	3

\*An approved University of Louisville course to be offered at Jefferson Community College

\*\* MAH courses do not fulfill general education transfer requirements for the AA/AS degree.

\*\*\*107 MT does not fulfill general education transfer requirements for AS degree.

## Science

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

101	AST	Frontiers of Astronomy .....	3
191	AST	The Solar System .....	3
191	AST	The Solar System and .....	3
195	ASY	Introductory Astronomy Laboratory .....	1
192	AST	Galactic and Extra-Galactic Astronomy .....	3
102	BIO	Human Ecology .....	3
103	BIO	Basic Ideas of Biology .....	3
104	BIO	Animal Biology .....	3
104	BIO	Animal Biology and .....	3
105	BIO	Animal Biology Laboratory .....	1
106	BIO	Principles of Plant Biology .....	3
106	BIO	Principles of Plant Biology and .....	3
107	BIO	Plant Biology Laboratory .....	1
111	BIO	General Biology Laboratory .....	1
114	BIO	Major Discoveries in Biology .....	3
150	BIO	Principles of Biology I .....	3
150	BIO	Principles of Biology I and .....	3
151	BIO	Principles of Biology I Laboratory .....	2
152	BIO	Principles of Biology II .....	3
152	BIO	Principles of Biology II and .....	3
153	BIO	Principles of Biology II Laboratory .....	2
204	BIO	The Genetic Perspective .....	3
208	BIO	Principles of Microbiology .....	3
208	BIO	Principles of Microbiology and .....	3
209	BIO	Introductory Microbiology Laboratory .....	2
100	BSL	Introductory Biology Laboratory .....	1
101	BSL	Introductory Biology Laboratory .....	1
102	BSL	Introduction to Biology I .....	3
103	BSL	Introduction to Biology II .....	3
107	BSL	Basic Anatomy and Physiology with Laboratory ..	4
109	BSL	Aspects of Human Biology .....	3
110	BSL	Human Anatomy and Physiology I .....	4
111	BSL	Human Anatomy and Physiology II .....	4

116	BSL	Introduction to Conservation Biology .....	3
120	BSL	Principles of Ecology .....	3
140	BSL	Botany .....	4
160	BSL	Principles of Zoology .....	4
212	BSL	Medical Microbiology .....	4
244	BSL	Principles of Environmental Science .....	3
244	BSL	Principles of Environmental Science and .....	3
245	BSL	Environmental Laboratory Science .....	5
246	BSL	Urban Ecology .....	3
247	BSL	Communicable Diseases and Epidemiology .....	3
104	CHE	Introductory General Chemistry .....	3
104	CHE	Introductory General Chemistry and .....	3
104	CHM	Introductory General Chemistry Laboratory .....	1
105	CHE	General College Chemistry .....	3
105	CHE	General College Chemistry and .....	3
105	CHM	General Chemistry Laboratory I .....	2
106	CHE	Intro. to Inorganic, Organic, and Biochemistry .	4
107	CHE	General College Chemistry II .....	3
107	CHE	General College Chemistry II and .....	3
115	CHE	General Chemistry Laboratory II .....	3
107	CHM	General Chemistry Laboratory II .....	2
226	CHE	Analytical Chemistry .....	3-5
230	CHE	Organic Chemistry I .....	3
230	CHE	Organic Chemistry I and .....	3
231	CHE	Organic Chemistry Laboratory I .....	2
232	CHE	Organic Chemistry II .....	3
232	CHE	Organic Chemistry II and .....	3
233	CHE	Organic Chemistry Laboratory II .....	2
236	CHE	Survey of Organic Chemistry .....	3
100	CHM	Introductory General and Biological Chemistry .	4
101	CHM	Chemistry: A Cultural Approach .....	3
101	ENVR	Fundamentals of Hydrological Geology .....	3
144	ENVR	Foundations of Environmental Ecology .....	4
201	ENVR	Chemistry and Biology of Water .....	3
201	ENVR	Chemistry and Biology of Water and .....	3
202	ENVR	Environmental Water Laboratory .....	2
203	ENVR	Fundamentals of Solid Waste .....	3
245	ENVR	Sources and Effects of Air Pollution .....	4
251	GEO	Weather and Climate .....	3
101	GLY	Physical Geology .....	3
101	GLY	Physical Geology and .....	3
110	GLY	Endangered Planet: An Introduction to Environmental Geology .....	3
111	GLY	Laboratory for Physical Geology .....	1
102	GLY	Historical Geology .....	3
102	GLY	Historical Geology and .....	3
112	GLY	Laboratory for Physical Geology .....	1
130	GLY	Dinosaurs and Disasters: A Brief History of the Vertebrates .....	3
220	GLY	Principles of Physical Geology .....	4
171	PH	Applied Physics .....	4
217	PH	Applied Industrial Physics .....	5
151	PHY	Introduction to Physics .....	3
151	PHY	Introduction to Physics and .....	3
161	PH	Introductory Physics Laboratory I .....	1
152	PHY	Introduction to Physics .....	3
152	PHY	Introduction to Physics and .....	3
162	PH	Introductory Physics Laboratory II .....	1
201	PHY	General Physics .....	4
203	PHY	General Elementary Physics .....	4
211	PHY	General Physics .....	5
213	PHY	General Physics .....	5
231	PHY	General University Physics .....	4
231	PHY	General University Physics and .....	4
241	PHY	General University Physics Laboratory .....	1
232	PHY	General University Physics .....	4
232	PHY	General University Physics and .....	4

242	PHY	General University Physics Laboratory .....	1
<b>Social Interaction</b>			
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			
220	ANT	Introduction to Cultural Anthropology .....	3
130	ANT	Introduction to Comparative Religion* .....	3
160	ANT	Cultural Diversity in the Modern World .....	3
235	ANT	Food and Culture .....	3
241	ANT	Origins of Old World Civilization .....	3
242	ANT	Origins of New World Civilization .....	3
101	COM	Introduction to Communications .....	3
249	COM	Mass Media and Mass Culture .....	3
101	ECO	Contemporary Economic Issues .....	3
201	ECO	Principles of Economics I .....	3
202	ECO	Principles of Economics II .....	3
252	FAM	Introduction to Family Science .....	3
253	FAM	Human Sexuality: Development, Behavior, and Attitudes .....	3
140	GE	Development of Leadership .....	3
152	GEO	Regional Geography of the World .....	3
160	GEO	Lands and Peoples of the Non-Western World ..	3
172	GEO	Human Geography .....	3
222	GEO	Cities of the World .....	3
256	GEO	Behavior in Space and Time .....	3
101	GEN	The Economics of Food and Agriculture .....	3
135	HUM	Introduction to Native American Literature .....	3
202	HUM	Survey of Appalachian Studies I .....	3
203	HUM	Survey of Appalachian Studies II .....	3
204	HUM	Appalachian Seminar .....	3
101	PS	American Government .....	3
210	PS	Introduction to European Politics: East and West .....	3
212	PS	Culture and Politics in the Third World .....	3
235	PS	World Politics .....	3
255	PS	State Government .....	3
271	PS	Introduction to Political Behavior .....	3
100	PSY	Introduction to Psychology .....	4
223	PSY	Developmental Psychology .....	3
110	PY	General Psychology .....	3
180	PY	Human Relations .....	3
185	PY	Human Potential .....	3
230	PY	Psychosocial Aspects of Death and Dying .....	3
130	RS	Introduction to Comparative Religion* .....	3
101	SOC	Introductory Sociology .....	3
151	SOC	Social Interaction .....	3
152	SOC	Modern Social Problems .....	3
220	SOC	The Community .....	3
235	SOC	Inequality in Society .....	3
249	SOC	Mass Media and Mass Culture .....	3
260	SOC	Population, Resources, and Change .....	3
115	SPI	Culture of Mexico for Non-Spanish Speakers .....	3
275	SWK	The Family .....	3
200	WS	Introduction to Women's Studies in the Social Sciences .....	3

\* May be used to fulfill one competency only

### Heritage/Humanities

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

#### Heritage

104	HIS	A History of Europe Through the Mid-Seventeenth Century .....	3
105	HIS	A History of Europe from the Mid-Seventeenth Century to the Present .....	3
106	HIS	Western Culture: Science and Technology I .....	3

107	HIS	Western Culture: Science and Technology II ...	3
108	HIS	History of the U.S. Through 1865 .....	3
109	HIS	History of the U.S. Since 1865 .....	3
120	HIS	The World at War, 1939-45 .....	3
202	HIS	History of British People to the Restoration .....	3
203	HIS	History of British People Since the Restoration .	3
206	HIS	History of Colonial Latin America, 1492-1810 .	3
207	HIS	History of Modern Latin America, 1810 to Present .....	3
240	HIS	History of Kentucky .....	3
248	HIS	History of Islam and Middle East Peoples, 1250 to Present .....	3
254	HIS	History of Sub-Saharan Africa .....	3
260	HIS	Afro-American History to 1865 .....	3
261	HIS	Afro-American History 1865 to Present .....	3
265	HIS	History of Women in America .....	3
295	HIS	East Asia to 1800 .....	3
296	HIS	East Asia Since 1800 .....	3

### Humanities

105	A-H	Ancient Through Medieval Art .....	3
106	A-H	Renaissance Through Modern Art .....	3
130	ANT	Introduction to Comparative Religion* .....	3
100	ART	Introduction to Art .....	3
135	CLA	Greek and Roman Mythology .....	3
161	ENG	Introduction to Literature .....	3
221	ENG	Survey of English Literature I .....	3
222	ENG	Survey of English Literature II .....	3
251	ENG	Survey of American Literature I .....	3
252	ENG	Survey of American Literature II .....	3
261	ENG	Survey of Western Literature from the Greeks Through the Renaissance .....	3
262	ENG	Survey of Western Literature from 1660 to the Present .....	3
264	ENG	Major Black Writers .....	3
270	ENG	The Old Testament as Literature .....	3
271	ENG	The New Testament as Literature .....	3
281	ENG	Introduction to Film .....	3
170	GE	Art Appreciation .....	3
101	HON	The Ancient World .....	3
102	HON	The Medieval and Renaissance World .....	3
201	HON	The Early Modern World .....	3
202	HON	The Contemporary World .....	3
101	HRS	An Integrated Survey of Western Civilization I ..	3
102	HRS	An Integrated Survey of Western Civilization II .	3
201	HRS	An Integrated Survey of Western Civilization III	3
202	HRS	An Integrated Survey of Western Civilization IV	3
120	HUM	Introduction to the Humanities .....	3
135	HUM	Introduction to Native American Literature .....	3
210	HUM	Ancient Art History .....	3
211	HUM	Medieval Art History .....	3
212	HUM	Renaissance Art History .....	3
213	HUM	Modern Art History .....	3
230	HUM	Twentieth Century Japanese Literature and Culture .....	3
101	MU	Folk and Traditional Music of the Western Continents .....	3
100	MUS	Introduction to Music .....	3
201	MUS	Music in Western Culture to 1700 .....	3
202	MUS	Music in Western Culture, 1700-present .....	3
206	MUS	American Music .....	3
220	MUS	Symphonic Music .....	3
222	MUS	History and Sociology of Rock Music .....	3
100	PHI	Introduction to Philosophy: Knowledge and Reality .....	3
130	PHI	Introduction to Philosophy: Morality and Society .....	3
260	PHI	History of Philosophy I: From Greek Beginnings to the Middle Ages .....	3

270	PHI	History of Philosophy II: From the Renaissance to the Present Era .....	3
110	PHL	Bioethics: Moral Issues in Health Care .....	3
120	PHL	Business Ethics .....	3
101	RS	Introduction to Religious Studies .....	3
130	RS	Introduction to Comparative Religion* .....	3
101	TA	Introduction to Theatre: Principles and Practices .....	3
200	TA	Introduction to Dramatic Literature .....	3
283	TA	American Theatre .....	3
201	WS	Introduction to Women's Studies in Arts and Humanities .....	3

\* May be used to fulfill one competency only

### Foreign Languages

101	FR	Elementary French .....	4
102	FR	Elementary French .....	4
201	FR	Intermediate French .....	3
202	FR	Intermediate French .....	3
101	GER	Basic German .....	4
102	GER	Basic German .....	4
201	GER	Intermediate German .....	3
202	GER	Intermediate German .....	3
101	SED	American Sign Language I .....	3
102	SED	American Sign Language II .....	3
203	SED	American Sign Language III .....	3
204	SED	American Sign Language IV .....	3
101	SPI	Elementary Spanish I .....	4
102	SPI	Elementary Spanish II .....	4
201	SPI	Intermediate Spanish III .....	3
202	SPI	Intermediate Spanish IV .....	3

### Accessing Information

To develop and perform basic search strategies and access information in a variety of formats, print and non-print

102	ENG	Writing II .....	3
105	ENG	Writing: An Accelerated Approach .....	3

### Admission to Programs

Academic requirements are specified for each program (major) 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.

Each program certificate, diploma and degree has minimum academic requirements for unconditional entry. An applicant is admitted when all program entry requirements are met.

### College Codes

ASC	Ashland Community College
AST	Ashland Technical College
BGT	Bowling Green Technical College
CKT	Central Kentucky Technical College
CVT	Cumberland Valley Technical College
ELC	Elizabethtown Community College
ELT	Elizabethtown Technical College
HZC	Hazard Community College
HZT	Hazard Technical College
HEC	Henderson Community College
HPC	Hopkinsville Community College
JFC	Jefferson Community College
JFT	Jefferson Technical College
LAT	Laurel Technical College
MDC	Madisonville Community College
MDT	Madisonville Technical College
MYC	Maysville Community College
MOT	Mayo Technical College
NKT	Northern Kentucky Technical College
OWC	Owensboro Community College
OWT	Owensboro Technical College
PDC	Paducah Community College
PBC	Prestonsburg Community College
RWT	Rowan Technical College
SMC	Somerset Community College
SMT	Somerset Technical College
SEC	Southeast Community College
WKT	West Kentucky Technical College