DUAL CREDIT AGREEMENT FOR 2008-2009
Between
BLUEGRASS COMMUNITY & TECHNICAL COLLEGE
And
_____ AREA TECHNOLOGY CENTER

In an effort to provide increased education and training opportunities for students, the Kentucky Community and Technical College System (KCTCS), Bluegrass Community & Technical College (BCTC) and the Education Cabinet, Office of Career and Technical Education (OCTE), _____ Area Technology Center have agreed to cooperate in an initiative designed to provide seamless educational paths for our students. Specifically, the purpose of this agreement is to allow high school students to take college-level courses and receive both college and high school credit.

The agreement is designed to benefit only secondary students. Two specific benefits of this agreement are shortening the time needed to complete the credential requirements at Bluegrass Community & Technical College (BCTC) and reducing the cost of that credential.

This agreement is bound and aligned with the statewide dual credit memorandum of agreement as listed:

> Coursework transferred or accepted for credit toward an undergraduate credential must represent collegiate coursework relevant to the credential, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate programs.
>
> OCTE will align the ATC curriculum with the KCTCS curriculum to ensure that the competencies designated in the specified program of study are achieved and that a collegiate level of instruction is delivered.
>
> Where applicable, matriculating ATC students will be given preference in program admissions according to KCTCS admissions policies. All KCTCS institutions will recognize credit earned under this agreement as stated in KCTCS Policy.
>
> An ATC student may receive KCTCS dual credit by:
> 1. Participating in a dual credit class under a locally developed memorandum of agreement.
> 2. Completing a KCTCS application and a dual credit form to be enrolled as a KCTCS student in the course(s) they wish to receive dual credit and
> 3. Receiving a "C" or above in the course.

Terms of this agreement are as follows:

1. **Curriculum**
   a. KCTCS curricula will be taught in all dual credit courses.
   b. Students will be registered using KCTCS course titles.

2. **Teachers**
   a. Area technology teachers will be paid by _____ ATC.
   b. Area technology teachers will meet KCTCS and SACS teaching qualifications and will submit the following to the college:
      - Copies of college transcripts
      - A current vita/resume/application showing teaching and work experience
      - Additional documentation sufficient for SACS-COC compliance

3. **Credit**
   a. To obtain dual credit, a student must participate in a dual credit class under a locally developed memorandum of agreement, complete a KCTCS application and a dual credit form to be enrolled as a KCTCS student in the course(s) in which they wish to receive dual credit and satisfactorily complete the course with a grade of "C" or above.
   b. Credit earned will be applied toward program requirements when the student enrolls in his/her program of study subsequent to high school graduation.
   c. Students who do not complete 3 credit hours in a program of study as outlined above within five years of high school graduation may be required to repeat a course if there has been a significant change in related technology within that time period. The KCTCS grading policy will apply to dual credit courses which are offered under this agreement.

4. **Responsibilities:**

Bluegrass Community & Technical College will be responsible for the following:

- Advertising and promoting dual credit opportunities among high school students, parents, and high school faculty.
- Providing advising for students and parents regarding dual credit courses and the implications for the students' future collegiate enrollments and financial aid.
- Providing college applications and personnel to assist in the enrollment process; administer entrance exam (Compass or other as applicable).
- Registering students in the college and maintain grades and transcripts of courses completed.

_____ Area Technology Center will be responsible for the following:

- Providing faculty credentials required by SACS/COE prior to the agreement to accept credit for that course.
- Advertising and promoting dual credit opportunities among high school students, parents, and high school faculty.
- Obtaining parental permission for release of grades to Bluegrass Community & Technical College.
- Delivering completed applications to the Bluegrass Community & Technical College Registrar within one week after classes begin.
- Submitting grades to College Registrar within three days of course completion.

5. **Tuition/Fees**

No tuition/Fees will be charged by Bluegrass Community & Technical College for dual credit students as defined in KCTCS policy and recommendation.

6. **Transferability:**

Courses taken for dual credit with a KCTCS college will become part of the student's official college transcript; and, therefore, the earned credits will be accepted by all KCTCS institutions. The evaluation of courses when transferring to postsecondary institutions other than KCTCS is the purview of the receiving institution.

7. **Termination:**
   Either party may terminate this agreement at any time for cause or may terminate without cause on 30 days' written notice.

Have Seen and Agree To:

Principal	Date
President	Date
Campus Coordinator	Date

ADDENDUM
TO
DUAL CREDIT AGREEMENT 2008-2009
FOR
BLUEGRASS COMMUNITY & TECHNICAL COLLEGE
AND
_____AREA TECHNOLOGY CENTER

The following terms will be applicable to the 2007-2008 dual credit Memorandum of Agreement:

1. Dual credit will be available to high school juniors and seniors only.

2. Students may enroll in only one course for dual credit per semester. All other courses will be articulated to BCTC. The courses approved for dual credit and articulation credit are listed at the end of this addendum. In order to articulate the credit, the student must:
    a. Provide an official high school transcript to the Office of Admissions verifying the articulated course grade(s) upon matriculation to BCTC.
        i. Students must earn a “C” grade or above to matriculate course credit.
    b. Enroll and successfully complete a BCTC course with a “C” grade or above.

3. Minimum ACT, SAT or Compass scores may be required for some dual credit courses. (This information may be found in the course descriptions within the KCTCS catalog)

4. All ATC faculty must hold a minimum of an Associate Degree, in addition to the occupational/training experience required, in order to teach for dual credit. The additional documentation BCTC requires for SACS compliance includes:
    a. 3 letters of recommendation
    b. Copy of employment application
    c. Copy of any pertinent occupational licensures, credentials or certificates required to teach in the occupational area
    d. Official transcript sent directly to BCTC from college or university attended

5. ATC faculty will submit a copy of all dual credit course syllabi to the College prior to the semester in which the course is taught.

6. The Welding Technology program will require dual credit course instructors to utilize the BCTC final exam for each welding course.

7. Any student earning a dual credit grade below a C and/or any student who withdraws from a dual credit course no later than one week before the course ends will have a withdrawal grade assigned to their BCTC transcript.
    a. Students will be informed that multiple withdrawal grades on the college transcript can potentially have a negative impact on receiving financial aid.

8. Courses taught under this agreement will follow the academic calendar of the school providing the instruction.

Approved Dual Credit Courses:

Approved Articulation Courses: