

ACADEMIC SERVICES

Please note that these policies and rules are abbreviated. For a complete list of KCTCS policies and procedures, see the 2006-2007 KCTCS catalog.

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

ACADEMIC ADVISING

All degree-seeking students at Bluegrass Community and Technical College are assigned an academic advisor that will assist in all areas of academic planning and course selection. Students will be assigned to a professional advisor or faculty advisor depending on their major. Advisors meet with students by appointment and will have available hours posted near their offices. Students are required to meet with their academic advisor prior to registering for classes. BCTC strongly encourages students to meet with their advisor during Priority Registration to plan a schedule for the following semester. Bluegrass Community and Technical College provides quality academic advising to all students; however, students are ultimately responsible for knowing the requirements of their particular academic program, selecting courses that meet those requirements, monitoring their progress toward graduation, scheduling and keeping academic advising appointments, and being prepared for advising sessions.

GRADING SYSTEM

BCTC's 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:

A represents exceptionally high achievement as a result of aptitude, effort, and intellectual initiative. It is valued at four grade points for each credit hour.

B represents high achievement as a result of ability and effort. It is valued at three grade points for each credit hour.

C represents satisfactory achievement. It is valued at two grade points for each credit hour.

D represents unsatisfactory achievement and is the minimum grade for which credit is given. It is valued at one grade point for each credit hour.

E represents unsatisfactory performance and indicates failure in the course. It is valued at zero grade points and zero credit hours in courses other than developmental or remedial courses. A student receiving this grade can obtain credit in the course only by repeating the entire work of the course, or by special examination in accordance with the procedures outlined under Special Examinations.

F represents failure in a course taken on a pass-fail basis. It is valued at zero grade points and zero credit hours.

Please note: Veterans Administration (V.A.) regulations specify that no payment of educational benefits will be made to a veteran or other persons eligible to receive V.A. benefits for courses for which the grade assigned is not used when computing graduation requirements.

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

I -- incomplete -- 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.

P represents a passing grade in a course taken on a pass-fail basis. It may also be assigned by the Appeals Board in cases involving

a violation of student academic rights. Credit hours successfully completed under this grade will count towards graduation but will not be used in calculating grade point averages.

Please note: Veteran's Administration (V.A.) regulations specify that no payment of educational benefits will be made to a veteran or other persons eligible to receive V.A. benefits for courses for which the grade assigned is not used when computing graduation requirements

W - means that the student withdrew from class without completing course requirements. A **W** grade will not be assigned for a class unless the student has officially withdrawn from that class in the manner prescribed by BCTC. No grade will be recorded for a student who officially withdraws or is dropped from a class during the first 10 days of a semester. Students who withdraw after this date up to and including the date of mid-term shall be given a grade of **W**. After the date of mid-term and through the last class meeting prior to the final, the **W** grade 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** grade during the discretionary period. It may not be assigned to a student found guilty of an academic offense without the permission of the instructor in whose class the offense occurred. The grade **W** may also be assigned by the Bluegrass Community and Technical College Appeals Board. Also, the President may, if the student concurs, assign a **W** to a student who has been reported to the President for unsatisfactory scholarship or excessive absences and who, after being reported, has made no improvement.

Please note: V.A. regulations stipulate that no payment of educational benefits will be made to a veteran or other person eligible to receive V.A. benefits for courses from which the veteran or other eligible person has withdrawn.

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 KCTCS 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.

CHANGING GRADES

A grade once reported shall not be changed except when the instructor states in writing that an error has been made. The grade change must be submitted by the end of the following semester or session or, in exceptional cases, at the discretion of the president or 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 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.

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 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 (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 (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 maybe 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, selected by the student, in which credit was earned with a grade of A, B, C, D, or P prior to readmission, without including those grades in the computation of the student’s grade-point average. A student may only use the academic bankruptcy option once.

WITHDRAWAL

Unofficial Withdrawal from a Course: Any student who misses the first two class periods of a course without notifying the division of their intention to attend may be reported by the division to the President who shall drop the student from the course and notify the Registrar that the student has been removed from the class roll. Missing the first two scheduled class periods, however, does not constitute an automatic drop nor does it relieve the student of financial obligation. Students wishing to drop should do so through established procedures.

Withdrawal to Enter Military Service: Students who withdraw from the College after completing the twelfth week of the normal semester, or later, and within ten (10) days enter the Armed Services shall be entitled to receive full credit and residence for the course. The grade report shall be that attained in the course up to the time of withdrawal. If, with the credit and residence time granted, the student has fulfilled all requirements for a degree, the student shall be recommended for that degree by the Senate of the University. If a comprehensive examination is required for graduation, this requirement shall be waived.

RETROACTIVE WITHDRAWAL: Typically, a student may withdraw from a given semester only if the withdrawal is from all classes. Requests for retroactive withdrawals may not be granted after a student has graduated or beyond two calendar years from the last day of class for the semester for which the withdrawal is requested. Retroactive withdrawals may be granted only when the student has demonstrated satisfactory evidence that the student has incurred: (a) a serious injury or illness; (b) serious personal or family problems; (c) serious financial difficulties; or (d) permanent disability verified by the Disability Resource Center and diagnosed after the semester for which the withdrawal is requested.

BASIC SKILLS COURSES

Grades in all developmental courses, including MA 108R, are not calculated in the grade point average.

WRITING REQUIREMENT

The College requires demonstrated competency in writing. Competency may be demonstrated in one of the following ways -- (1) Students who have a standard score of 28 or below on the English section of the ACT must satisfactorily complete ENG 101, Writing I, and ENG 102, Writing II. (2) Students who have a standard score of 17 or below on the English section of the ACT must take the Mandatory Placement test and enroll in the appropriate developmental course. (3) Students who have a standard score of 29 or above on the English section of the ACT may elect to take a special writing proficiency examination. Students who pass this examination are eligible to fulfill the writing requirement by successfully completing ENG 105, Writing: An Accelerated Course. Students who do not pass this examination are required to take the normal sequence of ENG 101-102. For complete information on the writing proficiency examination, students should contact the BCTC English Area.

Full-time students must enroll in either ENG 101 or 102 each semester until they have satisfied the writing requirement, unless they qualify for ENG 105, in which case they may enroll during either semester of the freshman year. Only in unusual circumstances (such as illness, injury, serious financial difficulties, serious personal or family problems) will a student be permitted to withdraw from a course needed to fulfill the writing requirement. Only the President can authorize such withdrawals, in consultation with the instructor and the BCTC English Area Coordinator

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 maybe 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.).

Please note: Veteran's Administration (V.A.) regulations stipulate that students receiving V.A. benefits may not receive their benefits for repeating a course in which a satisfactory grade has been given.

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.

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.

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.

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 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.

Education requirements for the university's bachelor degree program.

If you have any questions about the General Education Transfer Policy, please visit the BCTC Transfer Center, or contact them at 246-4620.

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.

General Education Certifications

Fully General Education Certified

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

Core Certification

Students who have completed the 33-credit 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 any additional General Education requirements at the receiving institution that have not been satisfied through the courses in the core or through additional KCTCS college courses.

Area Certification

Students who have completed only some areas in the 33-credit 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

ACADEMIC CREDENTIALS AWARDED

ASSOCIATE IN ARTS (AA) AND ASSOCIATE IN SCIENCE (AS)

CORE TRANSFER COMPONENT:	AA	AS
Writing/Accessing Information	6	6
Oral Communications	3	3
Heritage	3	3
Humanities	3	3
Social Interaction	9	9
(At least two disciplines must be represented)		
Science	6	6
(Must include at least one with a laboratory experience)		
Mathematics	3	3
Subtotal Core Transfer	33	33

Additional General Education Requirements

Heritage/Humanities/Foreign Language	3	
Heritage/Humanities/Foreign Language /Social Interaction	3	
Science/Mathematics	3	9
Computer Literacy and/or course(s) to be chosen from the approved General Education list	6	6
Subtotal	15	15
Total General Education Block	48	48 hours

NOTES:

1. Computer Literacy: A student must pass an approved three (3) credit hour computer literacy course unless the computer competency exam is successfully completed.
2. Cultural Studies: At least one course within the 48 cr. hr. general education block must be selected from the identified Cultural Studies course list.
3. Mathematics: The AS degree must include a total of at least 4 credit hours in MA, MT, STA, or ST courses from the approved general education list.

Other Degree Requirements/Electives 12 12
 Students are advised to choose hours to satisfy additional general education and pre-major requirements at the institution to which they are transferring. Students who complete ENG 105 to satisfy the Writing/Accessing Information competencies must complete 15 hours of electives.

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.

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 (AAS)

GENERAL EDUCATION COMPONENT:

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

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

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

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

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

TECHNICAL & SUPPORT COMPONENT 45-61

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

TOTAL CREDIT HOURS 60-76

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

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

DIPLOMA

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

1. Diplomas will address appropriate general education competencies.

2. Diploma curricula will be approved through the KCTCS Curriculum process.

3. Diplomas will be applicable toward at least one associate degree. (Courses designated "Diploma Only" on the General Education list will not apply toward an associate degree.)

4. General Education 6-9 credit hour requirement for diplomas in areas 1 - 3 as follows:

Area 1 = Writing/Accessing Information, Oral Communications, Humanities or Heritage 3 credit hours

Area 2 = Social Science, Behavioral Science, Natural/Applied Science, or Mathematics 3 credit hours

Area 3 = Computer Literacy course or demonstrated competency 0-3 credit hours

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

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

Technical and Support* 30-62
Total Credit Hours 36-68

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

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

CERTIFICATE

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

1. Certificates will address one or more general education competencies

2. Certificate curricula will be approved through the KCTCS Curriculum process

3. Certificates will be applicable toward at least one associate degree.

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

Requirements for a certificate are applicable to the requirements of a diploma or associate degree in the same or a related field of study. Requests for exceptions must include appropriate documentation to justify approval. Certificates may contain general education courses

emphasizing the skills identified in the Secretar's Commission on Achieving Necessary Skills (SCANS) report that are critical to entry-level workforce success for persons prepared at the certificate level, and associated with the diploma or associate degree program. SCANS identified three foundations skills and five competencies necessary for success in the workplace.

FOUNDATION SKILLS

Basica 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 intergrity/honesty.

COMPETENCIES

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

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

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

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

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

Total Credit Hours 12-36

GENERAL EDUCATION REQUIREMENTS

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

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

GENERAL EDUCATION COMPETENCIES:

- I. Communicate Effectively
 1. Read and listen with comprehension.
 2. Speak and write clearly using standard English.
 3. Interact cooperatively with others using both verbal and non-verbal means.
 4. Demonstrate information processing through basic computer skills.
- II. Think Critically
 1. Make connections in learning across the disciplines and draw logical conclusions.
 2. Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
 3. Use mathematics to organize, analyze, and synthesize data to solve a problem.
- III. Learn Independently
 1. Use appropriate search strategies and resources to find, evaluate, and use information.
 2. Make choices based upon awareness of ethics and differing perspectives/ideas.
 3. Apply learning in academic, personal, and public situations.
 4. Think creatively to develop new ideas, processes, or products.
- IV. Examine Relationships in Diverse and Complex Environments
 1. Recognize the relationship of the individual to human heritage and culture.
 2. Demonstrate an awareness of the relationship of the individual to the biological and physical environment.
 3. Develop an awareness of self as an individual member of a multicultural global community.

Note: The Cultural Studies courses will appear in italics within the standard general education categories.

WRITING/ACCESSING INFORMATION

Diploma TEC 200 Technical Communications
OST 108 Editing Skills for Office Professionals
Any Writing course approved for the AAS, AA, or AS

AAS, AA, AS

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

ORAL COMMUNICATION

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

COMPUTER LITERACY

Diploma	CPU 100 Introduction to Computers	
	Any of the following courses	
AAS	CPU 150 Computer Fundamentals	
	GE 150 Computer Literacy	1

AAS, AA, AS

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
OST 105 Introduction to Information Systems	3
VCA 170 Basic Advertising Design	3

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

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

1. Scoring a minimum of 70 percent on the KCTCS Computer Placement Exam*, or
2. Providing documentation of successful completion of certification exams as approved by KCTCS, or
3. Articulating credit from another institution, or
4. Receiving credit for an approved KCTCS computer literacy course.

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

Students may choose to take the KCTCS Computer Placement Exam* to demonstrate computer competency. Students who score a minimum of 70 percent on the exam will have met the requirements of computer literacy and documentation will be placed on the student's transcript.

*Rollout fall 2006 with full implementation fall 2007

MATHEMATICS

Diploma	MT 120 Intermediate Algebra with Applications	
	MT 122 Intermediate Algebra: A Functional Approach	
	OST 213 Business Calculations for the Office Professional	
	Any Mathematics course approved for the AAS, AA, or AS	
AAS	MT 105 Business Mathematics	3
	MT 110 Applied Mathematics	3
	MT 115 Technical Mathematics	3
	MT 125 Technical Algebra and Trigonometry	3
	Any higher level mathematics course	
AA	MT 145 Contemporary College Mathematics	3
	Any higher level mathematics course	
AS	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
	ST 290 Statistics: A Force Human Judgment	3
	ST 291 Statistical Method	3
	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 109 College Algebra	3
	MA 110 Analytical Geometry and Trigonometry	4
	MA 213 Calculus III	4
	MA 214 Calculus IV	3
	MT 160 Precalculus	5
	MT 165 Finite Mathematics and its Applications	3
	MT 170 Brief Calculus with Applications	3
	MT 175 Calculus I	5
	MT 185 Calculus II	5
	MT 275 Calculus III	4
	MT 285 Differential Equations	3
SCIENCE		
Diploma	PHX 150 Introductory Physics	
	Any Science course approved for the AAS, AA, or AS	
AAS, AA, AS		
	AST 101 Frontiers of Astronomy	3
	AST 191 The Solar System and	3
	AST 192 Stars, Galaxies, and the Universe	3
	ASY 195 Introductory Astronomy Laboratory	1
	BIO 112 Introduction to Biology	3
	BIO 113 Introduction to Biology Lab	1
	BIO 114 Biology I	3
	BIO 115 Biology Laboratory I	1
	BIO 116 Biology II	3
	BIO 117 Biology Laboratory II	1
	BIO 118 Microbes and Society	3
	BIO 120 Human Ecology	3
	BIO 121 Introduction to Ecology Laboratory	1
	BIO 122 Introduction to Conservation Biology	3
	BIO 124 Principles of Ecology	3
	BIO 130 Aspects of Human Biology	3
	BIO 135 Basic Anatomy and Physiology with Laboratory	4
	BIO 137 Human Anatomy and Physiology I	4
	BIO 139 Human Anatomy and Physiology II	4
	BIO 140 Botany	3
	BIO 141 Botany with Laboratory	4
	BIO 142 Zoology	3
	BIO 143 Zoology with Laboratory	4
	BIO 144 Insect Biology	3
	BIO 150 Principles of Biology I	3
	BIO 151 Principles of Biology Laboratory I	2
	BIO 152 Principles of Biology II	3
	BIO 153 Principles of Biology Laboratory II	2
	BIO 204 The Genetic Perspective	3
	BIO 225 Medical Microbiology	4
	BIO 226 Principles of Microbiology	3
	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 106 Introduction to Inorganic, Organic, and Biochemistry	4
	CHE 107 General College Chemistry II	3
	CHE 115 General Chemistry Laboratory	3

CHE 226 Analytical Chemistry	3-5
CHE 230 Organic Chemistry I	3
CHE 231 Organic Chemistry Laboratory I	2
CHE 232 Organic Chemistry II	3
CHE 233 Organic Chemistry Laboratory II	2
CHE 236 Survey of Organic Chemistry	3
CHM 100 Introductory General and Biological Chemistry	4
CHM 101 Chemistry: A Cultural Approach	3
CHM 104 Introductory General Chemistry Laboratory	1
CHM 105 General Chemistry Laboratory I	2
CHM 107 General Chemistry Laboratory II	2
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 Env. Geology	3
GLY 111 Laboratory for Physical Geology	1
GLY 112 Laboratory for Historical Geology	1
GLY 130 Dinosaurs and Disasters:	
A Brief History of the Vertebrates	3
GLY 220 Principles of Physical Geology	4
PGY 206 Elementary Physiology	3
PH 161 Introductory Physics Laboratory I	1
PH 162 Introductory Physics Laboratory II	1
PH 171 Applied Physics	4
PH 217 Intermediate Applied Physics	5
PHY 151 Introduction to Physics	3
PHY 152 Introduction to Physics	3
PHY 160 Physics and Astronomy for Elementary Teachers	3
PHY 201 General Physics	4
PHY 203 General Physics	4
PHY 211 General Physics	5
PHY 213 General Physics	5
PHY 231 General University Physics	4
PHY 232 General University Physics	4
PHY 241 General University Physics Laboratory	1
PHY 242 General University Physics Laboratory	1
SCI 100 Environmental Science:	
An Inquiry-Based Interdisciplinary Approach	4
SCI 295 Scientific Investigations	3

SOCIAL INTERACTION

Diploma	EFM 100 Personal Financial Management
	WPP 200 Workplace Principles
	Any Social Interaction course approved for the AAS, AA, or AS

AAS, AA, AS

<i>ANT 121 Introduction to Cultural Anthropology</i>	
<i>ANT 130 Introduction to Comparative Religion^{1,2}</i>	3
<i>ANT 160 Cultural Diversity in the Modern World</i>	3
<i>ANT 220 Introduction to Cultural Anthropology</i>	3
<i>ANT 221 Native People of North America</i>	3
<i>ANT 235 Food and Culture</i>	3
<i>ANT 241 Origins of Old World Civilizations</i>	3
<i>ANT 242 Origins of New World Civilizations</i>	3

COM 101 Introduction to Communications	3
COM 249 Mass Media and Mass Culture	3
<i>COM 254 Intro to Intercultural Communications</i>	3
ECO 101 Contemporary Economic Issues	3
ECO 201 Principles of Microeconomics	3
ECO 202 Principles of Macroeconomics	3
FAM 252 Introduction to Family Science	3
FAM 253 Human Sexuality: Development, Behavior, and Attitudes	3
FLK 280 Cultural Diversity in the US	3
GE 140 Development of Leadership	3
<i>GEO 152 Regional Geography of the World</i>	3
<i>GEO 160 Lands and Peoples of the Non-Western World</i>	3
GEO 172 Human Geography	3
GEO 210 Pollution, Hazards and Environmental Management	3
GEO 222 Cities of the Worlds	3
GEO 240 Geography and Gender	3
GEO 256 Behavior in Space and Time	3
GEN 101 The Economics of Food and Agriculture	3
<i>HUM 135 Introduction to Native American Literature²</i>	3
HUM 202 Survey of Appalachian Studies I	3
HUM 203 Survey of Appalachian Studies II	3
<i>HUM 204 Appalachian Seminar</i>	3
PS 101 American Government	3
PS 210 Introduction to European Politics: East and West	3
<i>PS 212 Culture and Politics in the Third World</i>	3
<i>PS 235 World Politics</i>	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
<i>RS 130 Introduction to Comparative Religion^{1,2}</i>	3
SOC 101 Introduction to Sociology	3
SOC 151 Social Interaction	3
SOC 152 Modern Social Problems	3
SOC 220 The Community	3
<i>SOC 235 Inequality in Society</i>	3
SOC 249 Mass Media and Mass Culture	3
SOC 260 Population, Resources and Change	3
<i>SPA 115 Culture of Mexico for Non-Spanish Speakers</i>	3
SWK 275 The Family	3
<i>WS 200 Introduction to Women's Studies</i>	3

1. A student may not receive credit for both ANT 130 and RS 130.

2. May be used to fulfill either Social Interaction or Humanities competency, but may not be used to fulfill both general education categories.

HERITAGE

Diploma, AAS, AA, AS

FLK 276 Introduction to Folk Studies	3
HIS 102 World Civilization II	3
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
<i>HIS 206 History of Colonial Latin America</i>	3
<i>HIS 207 History of Modern Latin America, 1810 to present</i>	3
HIS 240 History of Kentucky	3
HIS 247 History of Islam and Middle East <i>Peoples, 500-1250 A.D.</i>	3
<i>HIS 248 History of Islam and Middle East Peoples, 1250 to Present</i>	3
<i>HIS 254 History of Sub-Saharan Africa</i>	3
<i>HIS 260 Afro-American History to 1865</i>	3
<i>HIS 261 Afro-American History 1865 to the Present</i>	3
<i>HIS 265 History of Women in America</i>	3
HIS 270 Ancient Europe	3
HIS 271 Medieval Europe	3
<i>HIS 295 East Asia to 1800</i>	3
<i>HIS 296 East Asia since 1800</i>	3

HUMANITIES

Diploma, AAS, AA, AS

<i>AH 104 Introduction to African Art</i>	3
AH 105 Ancient Through Medieval Art	3
AH 106 Renaissance Through Modern Art	3
<i>ANT 130 Introduction to Comparative Religion^{1,2}</i>	3
ART 100 Introduction to Art	3
<i>CLA 135 Greek and Roman Mythology</i>	3
ENG 161 Introduction to Literature	3
ENG 221 Survey of English Literature I	3
ENG 222 Survey of English Literature II	3
ENG 230 Introduction to Literature (Subtitle Required)	3
ENG 232 Literature and Place (Subtitle Required)	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
<i>ENG 264 Major Black Writers</i>	3
ENG 270 The Old Testament as Literature	3
ENG 271 The New Testament as Literature	3
ENG 281 Introduction to Film	3
FLK 276 Introduction to Folk Studies	3

GE 170 Art Appreciation	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 Study of Western Civilization I	3
HRS 102 An Integrated Study of Western Civilization II	3
HRS 201 An Integrated Study of Western Civilization III	3
HRS 202 An Integrated Study of Western Civilization IV	3
HUM 120 Introduction to the Humanities	3
<i>HUM 135 Introduction to Native American Literature²</i>	3
HUM 210 Ancient Art History	3
HUM 212 Renaissance Art History	3
HUM 213 Modern Art History	3
<i>HUM 230 Twentieth Century Japanese Literature and Culture (in translation)</i>	3
<i>MU 101 Folk and Traditional Music of the Western Continents</i>	3
MUS 100 Introduction to Music	3
MUS 104 Introduction to Jazz History	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 207 African American Music	3
MUS 208 World 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 140 The Ethics of War and Peace	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
<i>RS 101 Introduction to Religious Studies</i>	3
<i>RS 130 Introduction to Comparative Religion^{1,2}</i>	3
RS 120 Introduction to the Old Testament	3
RS 121 Introduction to the New Testament	3
TA 101 Introduction to Theatre: Principles and Practices	3
TA 200 Introduction to Dramatic Literature	3
TA 283 American Theatre	3
<i>WS 201 Introduction to Women's Studies in the Arts and Humanities</i>	3

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FOREIGN LANGUAGES

AAS, AA, AS

<i>CLA 101 Elementary Latin</i>	4
<i>CLA 102 Elementary Latin</i>	4

<i>CLA 201 Intermediate Latin III</i>	3
<i>CLA 202 Intermediate Latin</i>	3
<i>FR 101 Elementary French</i>	4
<i>FR 102 Elementary French</i>	4
<i>FR 201 Intermediate French</i>	3
<i>FR 202 Intermediate French</i>	3
<i>GER 101 Basic German</i>	4
<i>GER 102 Basic German</i>	4
<i>GER 201 Intermediate German</i>	3
<i>GER 202 Intermediate German</i>	3
<i>JPN 101 Beginning Japanese I</i>	4
<i>JPN 102 Beginning Japanese II</i>	4
<i>SED 101 American Sign Language I</i>	3
<i>SED 102 American Sign Language II</i>	3
<i>SED 203 American Sign Language III</i>	3
<i>SED 204 American Sign Language IV</i>	3
<i>SPA 101 Elementary Spanish I (spoken approach)</i>	4
<i>SPA 102 Elementary Spanish II (spoken approach)</i>	4
<i>SPA 201 Intermediate Spanish III (spoken approach)</i>	3
<i>SPA 202 Intermediate Spanish IV (spoken approach)</i>	3