

Kentucky Community and Technical College System

Administrative Policy 4.13 – Assessment and Placement Policy

Effective March 1, 2019 | <https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx>

4.13 Appendix I: Assessment and Placement of Dual Credit High School Students

All Colleges will utilize this placement guideline/policy as written

To help maximize high school student success in dual credit courses and subsequent college/university coursework upon high school graduation, and to maintain the integrity of college-level coursework, this policy has been developed to assess and place 9th through 12th grade high school students in dual credit classes. All KCTCS Colleges will follow these guidelines as written, which align closely with the CPE Admissions and Placement Regulation and align with but do not completely match the general provisions of the KCTCS Assessment and Placement Policy. Limited admissions programs such as Early or Middle College programs will follow those program admission requirements.

As per KHEAA policy, the Dual Credit and Work Ready Kentucky Scholarships may not be used for a course which previously received a scholarship. So, if a student earned an E, F, I or W, they may not use either scholarship to repeat the course. Note that KHEAA success policy is different from KCTCS dual credit course success practices as shown below.

Requirements for enrollment into General Education Dual Credit Courses

- Students must meet:
 - KCTCS's college readiness benchmarks for English AND Reading for enrollment into all non-QR/Math courses;
 - OR Mathematics (at least Meta-Major Pathway benchmarks) for enrollment into all QR/Math courses;
 - AND any course-specific requirements noted in the KCTCS course catalog as appropriate to the desired coursework.
 - Exception: Dual credit students in the 12th grade who assess/place into an English, Math or Reading course with a supplemental course may enroll in that option if offered by their KCTCS College. The corequisite course would be paid at full tuition cost by the student (*pending notification by CPE of any changes*).
- Students must have a high school grade point average (GPA) of at least 2.5 on a 4.0 unweighted scale.
 - Exception: First semester 9th grade students who do not have a high school GPA may enroll in one general education course if they meet KCTCS college readiness benchmarks as appropriate for their coursework. This requires benchmarks
 - In English AND Reading for enrollment into all non-QR/Math courses;
 - OR the appropriate Mathematics benchmark for enrollment into all QR/Math courses based on the course admission requested;
 - AND any course-specific requirements noted in the KCTCS course catalog as appropriate to the desired coursework.

- Dual credit students (not including Early or Middle College students) who do not successfully complete a dual credit course with a C or higher¹:
 - If enrolled in 9th or 10th grade, the student may repeat that course or take another dual credit course. The student may only register for one dual credit class the returning semester, and, if applicable, the accompanying corequisite lab. Please note a KHEAA scholarship may not be used to retake a course for which a scholarship has already been utilized.
 - If enrolled in 11th or 12th grade, the student may repeat that course, and, if applicable, the accompanying corequisite lab AND/OR take other dual credit courses. Please note a KHEAA scholarship may not be used to retake a course for which a scholarship has already been utilized.

- Any dual credit student withdrawing from two or more courses in a session or semester must meet with the College Chief Academic Officer or designee before enrolling for any subsequent session or semester.

Technical Education Course Requirements

- Students must meet:
 - An ACT Composite Score of 16;
 - OR ACT Mathematics 16 AND ACT Reading 16;
 - OR any accepted equivalent from the KCTCS Assessment and Placement Policy;
 - OR a high school grade point average (GPA) of 2.5;
 - AND any course-specific requirements noted in the KCTCS course catalog.

- Dual credit students (not including Early or Middle College students) who do not successfully complete a dual credit course with a C or higher⁹:
 - If enrolled in 9th or 10th grade, the student may repeat that course or take another dual credit course. The student may only register for one dual credit class the returning semester, and, if applicable, the accompanying corequisite lab. Please note a KHEAA scholarship may not be used to retake a course for which a scholarship has already been utilized.
 - If enrolled in 11th or 12th grade, the student may repeat that course, and, if applicable, the accompanying lab AND/OR take other dual credit courses. Please note a KHEAA scholarship may not be used to retake a course for which a scholarship has already been utilized.

⁹ Students with a D, E, F, or I are considered unsuccessful completers for KCTCS dual credit coursework. Most courses will not transfer or count as a course pre-requisite unless the grade earned is a C or higher.