

# Academic Services

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## Introduction

KCTCS colleges offer AA, AS, and AFA degree programs which allow students to tailor and complete a general course of study to meet their interests and to fulfill the general education requirements of the first two years of bachelor degree programs; AAS occupational/technical degree programs to meet workforce needs and which may be transferable to a bachelor degree; occupational/technical diplomas and certificates that are also aligned with workforce needs; dual credit courses for high school students; and continuing education and community service opportunities.

All students are encouraged to utilize the advising and transfer services available to complete programs of study at KCTCS, and to plan for life-long and continuing education to support academic and career goals. Advising and transfer services are available to help facilitate students' progress and success.

## Academic Advising

Academic advising is an essential element of the total educational experience and is available to every KCTCS student. Whether a student is seeking credentials exclusively from KCTCS or plans to use the education obtained at KCTCS to pursue a higher degree at another institution, academic advising is critical. Advisors strive to assist students in obtaining accurate information about academic requirements, long- and short-term educational planning, and resources available to assist students in advancing their academic and professional goals. Students with specific plans should contact an advisor at the local KCTCS college as soon as these goals are identified for the most effective advising and planning. In order to receive academic advising students should consult the local KCTCS college for information. Students can also refer to the Transfer Contacts listed on pages 59 to 61 on the KCTCS web site at: [kctcs.edu](http://kctcs.edu) Search words: Transfer Contacts to assist with transfer planning at KCTCS and a four-year university.

Although academic advisors provide assistance, students are responsible for knowing institutional policies, procedures, requirements, and seeking out assistance when needed.

## General Education Certifications

Students with defined professional/career goals requiring a bachelor's degree may choose to begin their education at a community college then transfer to any four-year college or university. The General Education Transfer Policy is in place between all public colleges and universities in Kentucky, and the KCTCS policy regarding general education certification is outlined in the KCTCS Rules of the Senate, Section V 5.0.4.

### Fully General Education Certified

Students who have successfully completed a general education program of 33 credit hours (a minimum of 15 hours completed with KCTCS) will be "fully general education certified". Students may then transfer these hours altogether as a block. Students must fulfill any additional pre-major requirements of the receiving institution that have not been satisfied through the courses included in the full General Education certification.

## Category Certification

Students who have successfully completed only some categories in the 33-credit hour component will be certified for those categories they complete. For example, a student who has completed the six-hour Arts & Humanities requirement of the AA/AS degree may be certified as having met the General Education Transfer Policy's six-hour Arts & Humanities requirement. Students with "category" certification and/or additional coursework must fulfill the remaining general education requirements for the bachelor degree program.

If you have questions about the General Education Transfer Policy, please contact your college's Transfer Contact. Completed general education certifications are automatically printed on the official transcript. If the requirements for certification have been completed, but the appropriate certification is not printed on the transcript, contact the college registrar's office to request the appropriate certification be added to your transcript and request an additional transcript including the certification.

## Transfer to Baccalaureate Institutions

All students are encouraged to complete a program of study at KCTCS and to consider transferring to a bachelor degree program to further their academic and career goals. The AA and AS degrees include a substantial amount of general education courses and are designed to accommodate transfer. KCTCS has developed a number of transfer agreements to assist students completing AA, AS, and AAS programs to transfer to bachelor degree programs. A list of these transfer agreements can be found at the KCTCS web site at: [kctcs.edu](http://kctcs.edu) Search words: Transfer Agreements.

## Transfer Contacts and Services

There are a number of people available to assist students with information about planning and resources for transferring to a bachelor's degree program. Students who are interested in transferring, or who just have questions about transferring, are encouraged to seek information as soon as possible. Each KCTCS college provides transfer services and has at least one transfer contact to assist students. Each public and private postsecondary institution in Kentucky also has staff to provide information to KCTCS students about transferring to that specific institution. Students are encouraged to talk with Transfer Contacts at their KCTCS college as well as Transfer Contacts at the college or university to which they want to transfer. A short list of public university Transfer Contacts is included below for quick reference. A complete list of Transfer Contacts at each KCTCS college and public and private colleges/universities in Kentucky is available at the KCTCS web site at: [kctcs.edu](http://kctcs.edu) Search words: Transfer Contacts.

### KCTCS Transfer Contacts

**Chancellor's Office**  
300 North Main Street  
Versailles, KY 40383  
(859) 256-3389

### Ashland Community and Technical College

**Transfer Services**  
College Drive Campus - Room 224  
Technology Drive Campus - Room 157

## Transfer Contacts

### Hope Perkey

Transfer Advisor  
ACTC/Morehead State University  
1400 College Drive  
Ashland, KY 41101  
606-326-2098  
Hperkey0001@kctcs.edu

### Sheila Marcum

Director of Advising and Retention  
1400 College Dr.  
Ashland, KY 41101  
606-326-2418  
sheila.marcum@kctcs.edu

## Big Sandy Community and Technical College

### Transfer Services

Prestonsburg Campus - Counseling Services, Student Center Building,  
Room 100  
Pikeville Campus - Counseling Services, Room 105J  
Mayo Campus – Counseling Services, Building C, Room 108

## Transfer Contacts

### Jeffrey T. Hicks

Counselor  
Big Sandy Community and Technical College  
One Bert T. Combs Drive  
Prestonsburg, KY 41653  
(606) 886-3863 (Ext. 64841)  
(888) 641-4132  
jeffery.hicks@kctcs.edu

### Jimmy Wright

Dean of Student Affairs  
Big Sandy Community and Technical College  
One Bert T. Combs Drive  
Prestonsburg, KY 41653  
(606) 886-7347  
(888) 641-4132  
jimmy.wright@kctcs.edu

### Leslie Bays

Counselor  
Big Sandy Community & Technical College  
One Bert T. Combs Drive  
Prestonsburg, KY 41653  
(606) 886-3863 (Ext. 67391)  
(888) 641-4132  
leslie.bays@kctcs.edu

### Elizabeth Cole

Counselor  
Big Sandy Community & Technical College  
120 South Riverfill Drive  
Pikeville, KY 41501  
(606) 218-2060 (Ext. 81215)  
(888) 641-4132  
elizabeth.cole@kctcs.edu

## Bluegrass Community and Technical College

### Transfer Services

BCTC Transfer Center  
Cooper Campus, Room 118 Oswald Building

## Transfer Contacts

### Aaron Akey

Interim Director, Transfer Center  
Bluegrass Community and Technical College  
118 Oswald Building, 470 Cooper Drive  
Lexington, KY 40506  
(859) 246-4620

### Becky Critchfield

Transfer Advisor  
118 Oswald Building  
470 Cooper Drive  
Lexington, KY 40506  
(859) 246-4620  
www.bluegrass.kctcs.edu/transfer\_center

## Elizabethtown Community and Technical College

### Transfer Services

Counseling and Transfer Center  
Main Campus, Room 106 CRPEC Building

## Transfer Contacts

### Mary Byerley-Shetty

Coordinator of Transfer Services  
Elizabethtown Community and Technical College  
610 College Street Road  
Elizabethtown, KY 42701  
270.706.8751

### Sharon Spratt

Director of Counseling  
Elizabethtown Community and Technical College  
600 College St. Rd.  
Elizabethtown, KY 42701  
(270) 706-8478  
sharon.spratt@kctcs.edu

## Gateway Community and Technical College

### Transfer Services

gw-transfer@kctcs.edu  
Edgewood Campus, E105M Student Services Center Building  
Student Support Services (TRIO)  
gw-sssoffice@kctcs.edu  
Urban Metro Campus, 214 Two Rivers Building

## Transfer Contacts

Darrin McMillen  
Transfer Advisor  
790 Thomas More Parkway  
Edgewood Campus  
Phone: 859-815-7642  
darrin.mcmillen@kctcs.edu

### Colleen Kane

Director, Student Support Services (TRIO)  
Urban Campus - Two Rivers Building  
Phone: 859-442-1614  
Fax: 859-442-1621  
colleen.kane@kctcs.edu

## Hazard Community and Technical College

### Transfer Services

University Center of the Mountains (UCM)  
Hazard Campus, 152 Jolly Classroom Center

## Transfer Contacts:

### Dr. Deronda C. Mobelini

Executive Director, UCM  
Hazard Community and Technical College  
One Community College Drive  
Hazard, KY 41701  
606-487-3182  
deronda.mobelini@kctcs.edu

### Helen Brunty

Career and Transfer Advisor, UCM  
Hazard Community and Technical College  
One Community College Drive  
Hazard, KY 41701  
606-487-3077  
helen.brunty@kctcs.edu

## Henderson Community College

### Transfer Services

Transfer Center  
101 Administration Building  
2660 S. Green Street

### Transfer Contact

#### Lorie Maltby

Transfer Coordinator  
Henderson Community College  
107 Administration Building  
2660 S. Green St.  
Henderson, KY 42420  
(270) 831-9828  
hcttransfer@kctcs.edu

## Hopkinsville Community College

### Transfer Services

Student Transition Center  
Main Campus, Technology Center Building

### Transfer Contact

#### Kanya Allen

Career and Transfer Services Coordinator  
Technology Center Building  
Career and Transfer Center, Room 204  
(270) 707-3827  
kanya.allen@kctcs.edu

## Jefferson Community and Technical College

### Transfer Services

Transfer Center  
Downtown Campus - JEC Building Suite 603  
JF-Transfer-Center@kctcs.edu  
www.jefferson.kctcs.edu/Academics/Transfer-Center

### Transfer Contacts

#### Selena Sanchez

Transfer Advisor  
Jefferson Community & Technical College  
Downtown Campus, JEC Building room 603  
(502) 213-2285  
Selena.sanchez@kctcs.edu

#### Heather Yocum

Jefferson Community and Technical College  
Carrolton Campus, Room  
(502) 213-5216  
Heather.yocum@kctcs.edu

## Madisonville Community College

### Transfer Services

Main Campus, John H Gray Building  
Enrollment Center

### Transfer Contact

#### Stephanie Self

Transfer Coordinator  
2000 College Drive  
Madisonville, KY 42431  
(270) 824-1827  
(866) 227-4812  
stephanie.self@kctcs.edu

## Maysville Community and Technical College

### Transfer Services

Transfer Center  
Main Campus, Administration Building, Room A251

### Transfer Contact

#### Dana Calland

Transfer Coordinator  
Maysville Community and Technical College  
1755 US HWY 68  
Maysville, KY 41056  
(606) 759-7141, ext. 66148  
dana.calland@kctcs.edu

## Owensboro Community and Technical College

### Transfer Services

TRAC Central (Transfer, Retention, Advising, and Careers)  
2nd Floor, Room 206; Learning Resource Center  
Main Campus, 4800 New Hartford Road  
Owensboro, KY  
Ph# 270-686-4683

### Transfer Contacts

#### Katie Ballard

Career Resource and Transfer Coordinator  
TRAC CENTRAL, LRC Rm 206  
4800 New Hartford Road  
Owensboro, KY 42303  
(270) 686-4529  
katie.ballard@kctcs.edu

#### Christy Ellis

#### Registrar

Owensboro Community and Technical College  
4800 New Hartford Road  
Owensboro, KY 42303  
(270) 686-4536  
(866) 755-6282  
christy.ellis@kctcs.edu

## Somerset Community College

### Transfer Services

Transfer Center  
Somerset Campus North, Stoner Building, Room 102  
Laurel Campus North, Building 2, Room 228

## Transfer Contacts

### Somerset Campus

#### Betty Nichols

Administrative Assistant  
Somerset Community College  
Stoner Building, Room 102G  
808 Monticello Street  
Somerset, KY 42501  
(606) 451-6650  
[betty.nichols@kctcs.edu](mailto:betty.nichols@kctcs.edu)

### Laurel Campus

#### Betty Nichols

Administrative Assistant  
Somerset Community College  
Building 2, Room 228  
London, KY 40741  
(606) 878-4763  
[betty.nichols@kctcs.edu](mailto:betty.nichols@kctcs.edu)

## Southcentral Kentucky Community and Technical College

### Transfer Services

Student Success Center  
Main Campus, Building A

### Transfer Contacts

#### Shawn Stovall

Director, Career and Academic Planning  
Southcentral Kentucky Community and Technical College  
1845 Loop Drive  
Bowling Green, KY 42101  
(270) 901-1188  
[shawn.stovall@kctcs.edu](mailto:shawn.stovall@kctcs.edu)

#### Denna White

Director of Admissions  
Southcentral Kentucky Community and Technical College  
1845 Loop Drive  
Bowling Green, KY 42101  
(270) 901-1094  
(800) 790-0990  
[denna.white@kctcs.edu](mailto:denna.white@kctcs.edu)

#### Sherita Clark

Success Coach  
1845 Loop Drive  
Bowling Green, Ky. 42101  
270-901-1242  
[sherita.clark@kctcs.edu](mailto:sherita.clark@kctcs.edu)

## Southeast Kentucky Community and Technical College

### Transfer Services

Transfer Assistance Center

### Transfer Contacts

#### Ron Brunty

College Counselor  
Southeast Kentucky Community and Technical College  
2 Long Avenue  
Whitesburg, KY 41858  
(606) 589-3320  
(888) 274-7322  
[ron.brunty@kctcs.edu](mailto:ron.brunty@kctcs.edu)

## Joe Sutton

Counselor  
Southeast Kentucky Community and Technical College  
1300 Chichester Ave.  
Middlesboro, KY 40965  
606 248-0768  
[joe.sutton@kctcs.edu](mailto:joe.sutton@kctcs.edu)

## West Kentucky Community and Technical College

### Transfer Services

Advising Center  
Main Campus, Anderson Technical Building  
WKCTC-TransferCenter@kctcs.edu

### Transfer Contact

#### Lori Johnson

Transfer Coordinator  
West Kentucky Community and Technical College  
106 Anderson Bldg., P.O. Box 7380  
Paducah, KY 42002  
(270) 534-3187  
[lori.johnson@kctcs.edu](mailto:lori.johnson@kctcs.edu)

## Public University Transfer Contacts

### Eastern Kentucky University

#### Nicole McGrew

Transfer Admissions & Articulation Coordinator  
859-246-6430  
859-248-4340  
[nicole.mcgrew@eku.edu](mailto:nicole.mcgrew@eku.edu)

#### Gail Creekmore

Transfer Center  
(606) 451-6708  
[gail.creekmore@eku.edu](mailto:gail.creekmore@eku.edu)

### Kentucky State University

#### Tava Clay

KSU Transfer Coordinator  
(859) 246-6290  
[tava.clay@kysu.edu](mailto:tava.clay@kysu.edu)

### Morehead State University

#### Brad Bennington

Assistant Registrar for Degree Audit & Transfer Articulation  
606-783-5246/2008  
[b.bennington@morehead-st.edu](mailto:b.bennington@morehead-st.edu)

#### Jen Timmerman

Transfer Senior Enrollment Services Counselor  
(606) 783-5488  
[j.timmerman@morehead-st.edu](mailto:j.timmerman@morehead-st.edu)

### Murray State University

#### Maria Rosa

Director, Transfer Center  
(800) 669-7654  
(270) 809-4225  
[transfercenter@murraystate.edu](mailto:transfercenter@murraystate.edu)

### Northern Kentucky University

#### Matt Elrod

Transfer Coordinator  
859-572-7524 (800) 637-9948  
[elrodma@nku.edu](mailto:elrodma@nku.edu)

## University of Kentucky

Mike Shanks  
 Transfer Center Director  
 (859) 257-6306  
[jmshan2@email.uky.edu](mailto:jmshan2@email.uky.edu)

### UK Transfer Center

859 218-1724  
[UK\\_transfer@uky.edu](mailto:UK_transfer@uky.edu)

## University of Louisville

### Wes Partin

Associate Director, Transfer Services  
 (502) 852-4959  
[Wbpart01@louisville.edu](mailto:Wbpart01@louisville.edu)

### Josh McKee

Admissions Counselor Sr.  
 (502) 852-4958  
[Josh.mckee@louisville.edu](mailto:Josh.mckee@louisville.edu)

### Tawana McWhorter

Asst. Director of Advising  
 ULTra Program  
 (502) 213-2541  
 (800) 334-8635 ext. 2541  
[tawana.mcwhorter@kctcs.edu](mailto:tawana.mcwhorter@kctcs.edu)  
[t0oliv02@gwise.louisville.edu](mailto:t0oliv02@gwise.louisville.edu)

## Guidelines for Advanced Placement Credit

AP Test	Score	Credit Awarded	Credit Statement
Art History	3	ART 105 or ART 106	3 credit hours
	4-5	ART 105 and ART 106	6 credit hours
Biology	3	BIO 112	3 credit hours
Calculus AB	3	MAT 175	5 credit hours
Calculus BC	3	MAT 175 and MAT 185	10 credit hours
Chemistry	3	CHE 170	3 credit hours
	4-5	CHE 170 & CHE 180	6 credit hours
Chinese Language and Culture	4	RAE 150	4 credit hours
	8	RAE 150 and RAE 151	8 credit hours
Comparative Government and Politics	3	POL 210	3 credit hours
Computer Science A	3	TRN 172	3 credit hours
	4-5	CIT 149	3 credit hours
Computer Science Principles	3-5	Elective Credit	3 credit hours
English Literature/Composition	3	ENG 161	3 credit hours
English Language/Composition	3	ENG 101	3 credit hours
Environmental Science	3	EST 150	4 credit hours
European History	3	HIS 104 and HIS 105	6 credit hours
French Language	3	FRE 201	3 credit hours
	4-5	FRE 201 and FRE 202	6 credit hours
German Language	3	GER 201	3 credit hours
	4-5	GER 201 and GER 202	6 credit hours
Human Geography	3	GEO 172	3 credit hours
Italian Language and Culture	3	TRN 106***	3 credit hours
	4-5	TRN 106 and TRN 107***	6 credit hours
Japanese Language and Culture	3	JPN 201	3 credit hours
	4-5	JPN 201 and JPN 202	6 credit hours

## Western Kentucky University

### Marvin Daniel

Coordinator of Transfer Admissions  
 (270) 745-2551  
 (800) 495-8463  
 TDD: (270) 745-5389  
[marvin.daniel@wku.edu](mailto:marvin.daniel@wku.edu)

## Credit for External Experiences

KCTCS colleges recognize that valid college-level learning experiences occur outside the traditional classroom setting. Colleges will assist students in recognizing appropriate external experiences and applying them toward a KCTCS credential. Colleges reserve the right to validate student competence through the mechanisms described in this section.

## Advanced Placement Program

KRS 164.098 requires Kentucky Institutions to award credit for scores of 3 or higher on the Advanced Placement Tests. KCTCS colleges participate in the Advanced Placement Program of the College Entrance Examination Board. Interested students should have their official examination results sent to the Admissions Office of their local KCTCS College.

Latin: Vergil	3	TRN 106***	3 credit hours
	4-5	TRN 106 and 107***	6 credit hours
Microeconomics	3	ECO 201	3 credit hours
Macroeconomics	3	ECO 202	3 credit hours
Music Theory	3	MUS 174	3 credit hours
Physics 1	3	PHY 201*	4 credit hours
Physics 2	3	PHY 203*	4 credit hours
Psychology	3	PSY 110	3 credit hours
Spanish Language	3	SPA 201	3 credit hours
	4-5	SPA 201 and 202	6 credit hours
Spanish Literature	3	TRN 110 (humanities)***	3 credits hours
Statistics	3	STA 220	3 credit hours
Studio Art 2-D	3	ART 112	3 credit hour
Studio Art 3-D	3	ART 113	3 credit hours
Studio Art – Drawing	3	ART 110	3 credit hours
US Government & Politics	3	POL 101	3 credit hours
US History	3	HIS 108 and HIS 109	6 credit hours
World History	3	HIS 101	3 credit hours

\*Upon presentation of documentation of appropriate laboratory experience, credit will also be given for the laboratory portions of these courses.

\*\*Upon presentation of documentation of appropriate laboratory experience, credit will also be given for the laboratories associated with these courses, PHY 241, 242 respectively.

\*\*\*KCTCS does not offer courses that are an exact equivalent for the AP subject offered. Appropriate General Education credit is awarded in these cases.

## American Council on Education

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

## Articulation Agreements

Articulation agreements provide a mechanism to accept and award credit for courses that will transfer toward a credential. Articulation agreements specify the terms and conditions for courses taken at other institutions that will apply to a KCTCS credential, and/or the terms and conditions for courses taken at KCTCS that will apply to credentials or degree programs at other institutions. In either case, the award of applicable credit to the credential is subject to the specific terms of each agreement and all requirements specified in the agreement must be met

before credit can be awarded. For information about articulation agreements for KCTCS credentials, contact the college Student Records Office. For information about the availability of articulation agreements that apply to credentials or degree programs at other institutions, consult the college Student Records Office, the Transfer Contacts on pages 59 to 61, KCTCS Rules of the Senate Section VI Appendix D ([kctcs.edu/Faculty\\_and\\_Staff/Academic\\_Affairs.aspx](http://kctcs.edu/Faculty_and_Staff/Academic_Affairs.aspx)), or the Council on Postsecondary Education web site at [www.cpe.ky.gov](http://www.cpe.ky.gov).

## Certified Professional Secretary Examination

KCTCS 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 21 credit hours in specified courses. Students must first complete 12 credit hours in residence at the college in which they wish to receive credit.

Guide to Educational Credit by Exam –CPS/CAP Recommendations	Suggested KCTCS Courses
<b>Part I – Office Systems &amp; Technology</b>	
Computer Concepts– 3 credits	OST 105 – Introduction to Information Systems (3)
Computer Information Systems– 3 credits	OST 240 – Software Integration (3)
<b>Part II – Office Administration</b>	
Business Communications – 3 credits	OST 235 Business Communications (3)
Records Management 3 credits	OST 160 Records and Database Management (3)
<b>Part III – Management</b>	
Management & Supervision– 4 credits	BAS 283 – Principles of Management (3)
Human Resource Management – 3 credits	BAS 274 – Human Resource Management (3)
Accounting – 1 credit	ACT 101 – Fundamentals of Accounting
<b>Recommended credit total : 20</b>	<b>Total credit: 21</b>

### Child Development Associate

After successfully completing one three credit hour IEC course, a student enrolled in the IEC program who holds a current Child Development Associate (CDA) credential from the Council for Professional Recognition will be granted credit for IEC 101, IEC102, and IEC 190. No other courses will be substituted for credit.

### Commonwealth Child Care Credential

After successfully completing one three credit hour IEC course, a student enrolled in the IEC program who holds a current Commonwealth Child Care Credential (CCCC) from the State of Kentucky will be granted credit for IEC 101. No other courses will be substituted for credit.

### Military School Age (MSA)

After successfully completing one three credit hour IEC course, a student enrolled in the IEC program that holds a current Military School Age (MSA) credential from the Council of Professional Recognition will be granted credit for the following three KCTCS courses: IEC 101, IEC 102 and IEC 250. No other courses will be substituted for 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 “C” in the course.

### Guidelines for CLEP General Examinations

CLEP Subject Examination	Scaled Score to Earn Credit	Equivalent Course	Credit Hours
Foreign Languages			
College Level French Language	50-69	FRE 201	3
	70 or above	FRE 201, 202	6
College Level German Language	50-69	GER 201	3
	70 or above	GER 201, 202	6
College Level Spanish Language	50-69	SPA 201	3
	70 or above	SPA 201, 202	6
<b>History and Social Sciences</b>			
American Government	50	POL 101	3
History of the United States I	50	HIS 108	3
History of the United States II	50	HIS 109	3
Introductory Psychology	50	PSY 110	3
Principles of Macroeconomics	50	ECO 202	3
Principles of Microeconomics	50	ECO 201	3
Introductory Sociology	50	SOC 101	3
Western Civilization I: Ancient Near East to 1648	50	HIS 104	3
Western Civilization II: 1648 to the Present	50	HIS 105	3
Social Sciences and History	50	SOC 101	3
Human Growth and Developmental	50	AHS 100	2
Science and Mathematics			
Calculus	50	MAT 174 or MAT 175	4, 5
College Mathematics	50	MAT 146	3

College Algebra	50	MAT 150	3
Pre-calculus	50	MAT 160	5
Biology	50-59	BIO 112	3
	60-64	BIO 120, BIO 112	6
	65-80	BIO 150, 152	6
General Chemistry	50 or above	CHE 170, 180	6
Natural Science	50	BIO 112	3
<b>Business and Computer Applications</b>			
Principles of Accounting	50	ACC 201, 202	6
Principles of Management	50	BAS 283	3
Principles of Marketing	50	BAS 282	3
Introduction to Business Law	50	BAS 267	3
Information Systems and Computer Applications	50	TRN 146	3
<b>English and Humanities</b>			
American Literature	50	ENG 251	3
Analyzing and Interpreting Literature	50	ENG 161	3
English Literature	50	ENG 161	3
Humanities	50	HUM 120	3
College Composition, College Composition Modular	50	ENG 101	3

### Guidelines for Internataional Baccalaureate (IB)

IB Course	Score	Credit Awarded	Credit Statement
Biology HL	4	BIO 152	3 credit hours
Biology SL	4	BIO 112	3 credit hours
Chemistry HL	4	CHE 170, CHE 180	6 credit hours
Chemistry SL	4	CHE 140	3 credit hours
English A: Literature HL	4	ENG 101	3 credit hours
French B HL	5	FRE 201, FRE 201	6 credit hours
French B SL	5	FRE 101, FRE 102	8 credit Hours
History HL	5	HIS 108, HIS 109	6 credit hours
Mathematics HL	5	MA 113	4 credit hours
Mathematics SL	5	MAT 170	3 credit hours
Math Studies SL	5	Technical Math Elective	3 credit hours
Music SL/HL	4	MUS 100	3 credit hours
Physics SL/HL	5	PHY 201*	4 credit hours
Psychology SL	4	PSY 110	3 credit hours
Spanish B HL	5	SPA 201, SPA 202	6 credit hours
Spanish B SL	5	SPA 101, SPA 102	8 credit hours
Theatre Arts HL/SL	4	THA 101	3 credit hours
Visual Art HL/SL	4	ART 100	3 credit hours

\*Upon presentation of documentation of appropriate laboratory experience, credit will also be given for the laboratory associated with this course, PHY 202

### Industry Standard Certification Examinations

#### Military Service Experience

A student may receive course credit in recognition of collegiate level credit completed through DSST (DANTES Subject Standardized Tests). To receive course credit for successful DSST exams, the student must have received a minimum standard score of 46. Credit will be given only upon receipt of an official DSST score report or transcript. A student may receive course credit where appropriate and equivalent courses are

available for formal military training as recommended in A Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide), published by the American Council on Education.

#### National Board for Respiratory Care (NBRC) Examination

A student who has passed the NBRC entry-level examination to the Respiratory Care Program will be awarded thirty-seven to thirty-nine (37 – 39) semester hours of credit after completion of at least 15 credit hours



of the 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 Exam: STEP or Challenge

Institutionally developed and administered exams provide an opportunity to demonstrate mastery of course content and receive credit toward program requirements. The student must be accepted for admission and enrolled in the college and apply for the exam through the Student Records Office. For more information, see “Tuition and Charges.”

## Dual Credit

KCTCS dual credit is concurrent enrollment in high school and a KCTCS college with credit awarded by both. A high school student may earn both high school and college credit (dual credit) for the same course upon completion of course requirements. College credit will be awarded for courses taken for dual credit with a KCTCS college upon the student's completion of the course requirements, and will become part of the student's official college transcript. The KCTCS assessment and placement and grading policies apply to dual credit courses offered by KCTCS. Additional information about dual credit should be available at the local KCTCS college.

## Non-Classroom Learning Experiences

### Work Based Learning Experiences

Many of the diploma and degree programs offered through the colleges have Work Based Learning included in the curriculum. Work Based Learning refers to the programs that offer academic credit for degree-related work experience during a specific semester. The experiences and credit awarded vary according to the program's requirements. These experiences must be planned and supervised by the college and the employer to ensure that the work experience contributes to the student's education and career objective. The cornerstone of Work Based Learning is Cooperative Education. Other programs that are considered part of Work Based Learning are Internships, Practicums, and Experiential Learning. These courses afford the student a unique opportunity to integrate formal classroom training with supervised work experience.

### 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.

### Credit for Prior Learning

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

## Modularized Credit Courses

Some KCTCS courses are available in a modularized credit format allowing students to register for courses that are components of the full (or “parent”) course. For example, BAS 212 may be taken as a three credit course or students may enroll in BAS 2121, BAS 2122, and BAS 2123 as separate courses which are the equivalent of BAS 212. The sum of the

modular credit courses is equal to the full course. The student transcript will display the modularized credit course in the term the student earned the credit and once all components of the full course are earned, the full course will appear on the transcript. Modular Credit Courses are designated as a four digit number. The first three digits are those of the parent course. The last digit is the number of the modular credit segment/component, e.g., XXX 2021, XXX 2022, XXX 2023 or XXX 101A, XXX 101B, XXX 101C. When a student registers for a General Education modularized course, the student must complete all of the courses in that series to fulfill General Education category requirements, e.g., ECO 101 – 3 credits meets the Social & Behavioral Sciences category requirement. If ECO 101 has three modules, ECO 1011, 1012, and 1013, all three ECO 101 modules must be completed before the Social & Behavioral Sciences category requirement will be fulfilled. The student cannot take three modularized courses from three different courses to meet the general education category requirement, e.g., ANT 1011, ECO 1011, and PSY 1101. Some modular courses require students to complete a Learning Contract upon registration which defines the student's responsibilities.

## Academic Policies and Rules

### Policies Related to Enrollment

#### Student Load – Full-time Status

Full-time student academic status for the fall and spring term is 12 credit hours. Full-time student academic status for the summer term is 6 credit hours.

#### Student Load – Maximum Student Load

The maximum load to be carried during any semester by a student (including residence, correspondence, and extension courses) is 19 credit hours or the number of hours specified in the curriculum for the particular semester, whichever is larger.

A student who has attained a grade-point average of 3.0 on a load of at least 15 credit hours for the preceding semester may be permitted by the college president (or designee) to carry a maximum of three additional 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, six hours for the five-week session, seven credit hours in a six-week session, or 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 college president (or designee) to carry a maximum of five hours in a four-week session, seven hours in the 5-week session, eight hours in a six-week session, 12 hours in an eight-week session, and fifteen hours in the twelve-week session.

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

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

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

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

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.

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.

F: represents unsatisfactory achievement in a course taken on a Pass-Fail basis. 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.

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 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.

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

W: represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of mid-term and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary

period. An instructor shall not assign a student a W 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 College Appeals Board in cases involving a violation of student academic rights or for academic offenses.

P: represents a satisfactory grade in a course taken on a Pass-Fail basis. The student who receives a P in a course shall be eligible to continue into the next sequential course(s). The grade of P may be assigned by the 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.

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: 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. Courses with these grades 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. 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 designee). However, each respective 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 GPA on the KCTCS transcript is derived from all courses taken at KCTCS institutions. 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.

Reporting Final Grades: The final grades for a course shall be filed with the office of the college president (or designee) by such date as determined by the academic calendar.

## Academic Probation, Academic Suspension, and Reinstatement

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 designee) may grant an exception based upon an individual’s case. A student on academic suspension may not enroll in courses which count toward a KCTCS degree.

**Reinstatement:** 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. 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. 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 may be dependent upon readmission to the program. After a student has completed the same course twice, a division chair (or designee) in consultation with the instructor may refuse to approve a third registration in the same course, including those offered by correspondence, extension, and distance learning technology. Subject to the approval of the division chair (or designee), a student may receive approval for a substitution of comparable courses (e.g. MAT 150 may be taken as a repeat option for MA 109 and vice versa.). NOTE: A parent course cannot be repeated using modules. Students who have received passing grade in a parent course are not eligible to enroll in any module of that parent course.

## Final Exams

Any student with more than two exams scheduled on one day as described in the college’s final exam schedule shall be entitled to have one of those exams 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 GPA of 3.5 or higher in courses numbered 100 or above. Honorary 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 readmitted after having remained out of the KCTCS colleges for a period of two or more years, and who has completed at least 12 credit hours in college-level courses with a GPA 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 GPA. The calculation of the GPA 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 GPA will continue to receive credit for those courses in which credit was earned with a grade of A, B, C, D, or P prior to readmission, without including those grades in the computation of the student’s GPA.

A student who has completed a credential and re-enrolls may not apply the academic bankruptcy rule to courses taken for the credential already completed. A student may only use the academic bankruptcy option once.

# Policies Related to Graduation

## Graduation Requirements

For the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Applied Science degrees, regardless of the time the student has attended the college, at least 25 percent of the approved curriculum credits must be completed at the KCTCS college granting the degree. For a certificate or diploma, the KCTCS college will grant credentials from its approved program inventory when a minimum of 25 percent of the required coursework has been completed within KCTCS.

Students seeking Associate in Arts, Associate in Science, Associate in Fine Arts, or Associate in Applied Science degrees or Diplomas must have a minimum cumulative GPA of 2.0 in order to be eligible for graduation. To be eligible for a certificate, a student must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate. In order to be eligible to receive KCTCS credentials, students must satisfactorily complete the minimum number of credits required for that credential, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0 and complete the college’s application for graduation within the posted deadline for the term. In order to be eligible for:

- Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Applied Science, and Associate in Applied Technology degrees, students must satisfactorily complete 60 credits, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0.
- Diplomas, student must satisfactorily complete a minimum of 36 hours including the general education requirements as specified by the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0.
- Certificates, students must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate.
- Course substitutions may be made by the college president (or designee) on an individual basis with the advice of the appropriate division chairperson.

Specific information about the requirements for these programs is available below in the Academic Credentials Awarded section.

## Graduation With Honors

Students who have completed at least 45 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 45 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 GPA 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 credit hours relevant to the second degree and beyond the

requirements for the first 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.

## Kentucky Community and Technical College Guarantee

KCTCS colleges offer employers of graduates the following guarantee:

The KCTCS colleges guarantee employers that graduates have demonstrated competence in the skills listed on the approved task lists that represent industry validated specifications for each occupational program. Should a former student be considered by the employer to be performing below a satisfactory level on any skill on the approved task list, the colleges agree to provide specific retraining at no charge to the employee or employer. This guarantee extends for two years from the date of graduation.

The guarantee applies to all college graduates of occupational/technical programs who are employed in their field of training. The program enhances economic development efforts by guaranteeing Kentucky's businesses and industries access to a skilled work force.

## Academic Credentials Awarded

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

#### General Education

Core Requirements	AA (2401015000)	AS (2401016000)
Written Communications	6 credit hours	6 credit hours
<i>Students who complete ENG 105 must take an additional 3 credit hours of General Education from any of the General Education categories</i>		
Oral Communications	3 credit hours	3 credit hours
Arts and Humanities	6 credit hours	6 credit hours
<i>One course must be selected from Humanities and one course from Heritage</i>		
Quantitative Reasoning	3 credit hours	6 credit hours
Natural Sciences	3 credit hours	6 credit hours
<i>One science course must include a laboratory experience.</i>		
Social and Behavioral Sciences	9 credit hours	6 credit hours
<i>Two disciplines must be represented and different from those in the Arts and Humanities category.</i>		
Quantitative Reasoning OR		
Natural Sciences	3 credit hours	
<b>Subtotal General Education Core</b>	<b>33 credit hours</b>	<b>33 credit hours</b>

#### Associate in Arts Requirements 12 credit hours

Select courses from headings in the Core Categories and/or Foreign Language (see pages 74 - 76). At least 6 credit hours must be selected from **Arts and Humanities** and/or **Social and Behavioral Sciences** and/or **Foreign Language**. Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.

#### Associate in Science Requirements 12 credit hours

Select courses from headings in the Core Categories and/or Foreign Language (see pages 74 - 76). At least 6 credit hours must be selected from **Quantitative Reasoning** and/or **Natural Sciences**. Students are advised to choose hours to satisfy pre-major requirements at the institution to

which they are transferring.

**Electives 15 credit hours 15 credit hours**

*Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.*

**Total Credit Hours 60 Credit Hours 60 Credit Hours**

Degree requirements: 1) completion of minimum of 60 credit hours, 2) minimum cumulative 2.0 GPA, 3) minimum of 15 credit hours earned at the institution awarding the degree, 4) cultural studies course, and 5) demonstration of computer/digital literacy.

<sup>1</sup>Courses chosen to satisfy General Education requirements must be selected from an approved list which may be found in the KCTCS catalog at <http://legacy.kctcs.edu/catalog/>.

<sup>2</sup>A course used to fulfill one category cannot be used to fulfill another category.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

The General Education Transfer Policy is in place between all public colleges and universities in Kentucky, and the KCTCS policy regarding general education certification is outlined in the KCTCS Rules of the Senate, Section V 5.0.4. For more information see page 61.

### Associate in Fine Arts (AFA)

An Associate in Fine Arts (AFA) degree is designed to transfer into a Baccalaureate of Fine Arts (BFA) program at a four-year institution. It consists of a general education requirement of 24 credit hours, a fine arts core of 18 credit hours, and 18 additional credit hours of concentration for a 60 credit hour minimum.

#### General Education Component:

Written and Oral Communications	9 credit hours
<i>Students who complete ENG 105 must take an additional 3 credit hours of General Education from any of the General Education categories to fulfill the remaining hours in the Written Communication portion of this requirement.</i>	
Arts and Humanities	3 credit hours
<i>The course chosen to satisfy this requirement must be from a discipline other than the discipline in the Fine Arts Core and/or concentration.</i>	
Quantitative Reasoning	3 credit hours
Natural Sciences	3 credit hours
<i>Must include a laboratory experience for general education certification in the Natural Sciences category.</i>	
Social and Behavioral Sciences	6 credit hours
<b>Total General Education</b>	<b>24 credit hours</b>
<b>Fine Arts Core</b>	
<b>Sub-Total</b>	<b>18 credit hours</b>
<b>Concentration</b>	
<b>Sub-Total</b>	<b>18 credit hours</b>
<b>Total</b>	<b>60 credit hours</b>

Degree requirements: 1) completion of minimum of 60 credit hours, 2) minimum cumulative 2.0 GPA, 3) minimum of 15 credit hours earned at the institution awarding the degree, 4) cultural studies course, and 5) demonstration of computer/digital literacy.

<sup>1</sup>Courses chosen to satisfy General Education requirements must be selected from an approved list which may be found in the KCTCS catalog at <http://legacy.kctcs.edu/catalog/>.

<sup>2</sup>A course used to fulfill one category cannot be used to fulfill another category.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

## Associate in Applied Science (AAS)

### General education component 15

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

Quantitative Reasoning	3 credit hours
Natural Sciences	3 credit hours
Social/Behavioral Sciences	3 credit hours
Heritage/Humanities	3 credit hours
Written Communication	3 credit hours

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

### Technical and Support Component 45 - 53

General Education and Technical and Support Components must be distributed so that programs do not exceed 68 credit hours.

### Total Credit Hours 60 - 68

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

Degree requirements: (1) minimum cumulative GPA of 2.0, (2) minimum of 25% of credit hours required for the degree must be earned at the institution awarding the degree, and (3) demonstration of digital literacy.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

## Diploma

A diploma program is designed to prepare students for technical employment within a one- to two-year period (36-60 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. 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 credit hour requirement for diplomas in areas 1-2 as follows:  
Area 1: Written/Oral Communications, Humanities, or Heritage 3 credit hours  
Area 2: Social/Behavioral Sciences, Natural Sciences, or Quantitative Reasoning 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 & Support\*

30 - 54

### Total Credit Hours

36 - 60

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

Graduation requirements include (1) Minimum cumulative GPA of 2.0, (2) demonstration of digital literacy, and (3) minimum of 25% of diploma requirements earned at the institution awarding the diploma.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

## 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 Secretary'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 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.

**Total Credit Hours** 12 – 30

Graduation requirements: (1) minimum grade of C in each course required for the certificate and (2) minimum of 25% of certificate requirements earned at the institution awarding the degree.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

## 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 and adult farmers, as well as individuals employed in agribusiness, keep up with the constantly changing technology in the field of agriculture. The program provides on-the-farm and on-the-job supervision year-round with organized instructional classes conducted in the late fall and winter. 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 or the United States Department of Labor, Bureau of Apprenticeship Training.

### Continuing Education Courses

Continuing education courses can be either credit or non-credit and are designed to meet the needs of the labor market and persons preparing to enter the workforce. They can also supplement knowledge and skills for initial employment or job advancement. They are developed to meet the lifelong learning needs of the general public by providing short-term training, retraining, or upgrading of skills for employment or job advancement.

### Customized Industry Training

At the request of business and industry, Community and Economic Development Coordinators (CED) assist in the development and implementation of customized training for prospective and current employees. A specialized training agreement is developed that specifies the duties and responsibilities of the college and the company and may include the awarding of college credit. Contact the CED Coordinator at the local college.

### Fire/Rescue Training

The Fire/Rescue Science Technology Program will prepare you for the challenges facing today's emergency responders. In the program you will learn the skills of fire suppression and prevention, technical rescue, hazardous materials, emergency medical care, and leadership. This program is beneficial whether you are seeking a career in emergency services (Fire, Rescue, EMS or Emergency Management) or if you are already involved in providing fire, rescue or EMS services in your community.

Students may enter the program with or without experience in emergency services. The degree, certificate, and diploma programs that are offered can help you in obtaining employment in various emergency service fields, or if you are already a firefighter, help you get that promotion you have been waiting for. Classes are offered through State Fire/Rescue Training and may be offered in various formats such as: Web courses, hybrid courses, and traditional classroom offerings. For more information regarding this program, contact your local State Fire/Rescue Training Area Office.

## Fire Rescue Training for Business, Industry and Municipal Government

State Fire Rescue Training provides a full range of Emergency Services Training for Business, Industry and Municipal Government entities. Contact the Fire Rescue office serving your area for more information about the training available to your facility.

## Emergency Medical Technician Certificate

Students in the Emergency Medical Technician program are instructed in the proper care of sick and injured patients. Students are trained to treat victims suffering from traumatic and medical emergencies such as broken bones, puncture wounds, cardiac, and respiratory emergencies, vehicle accidents and more. This course meets the standards set forth by the US Department of Transportation National Standard Curriculum for EMT-Basic and the Kentucky Board of Emergency Medical Services. Students that successfully complete the course and its requirements will be awarded a certificate for Emergency Medical Technician, and will be prepared to challenge the certification examination process set forth by the Kentucky Board of Emergency Medical Services.

For specific program information see page 152-153.

## State Fire Rescue Training Coordinators and Contact Information

### West Kentucky Community & Technical College (Area 1)

Charles Lott, Coordinator

P. O. Box 8227

5200 Alben Barkley Drive

Paducah, KY 42002-8227

(800#) 888-306-7901

[charles.lott@kctcs.edu](mailto:charles.lott@kctcs.edu)

Counties: Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Livingston, Marshall, McCracken

### Madisonville Community College (Area 2)

Mark Boaz, Coordinator

2001 Training Center Drive

Princeton, KY 42445

(800#) 888-306-7986

[mark.boaz@kctcs.edu](mailto:mark.boaz@kctcs.edu)

Counties: Caldwell, Christian, Crittenden, Hopkins, Lyon, Todd, Trigg

### Owensboro Community & Technical College (Area 3)

Jimmy VanCleve, Coordinator

P. O. Box 700

1300 HWY 136E

Calhoun, KY 42327

(800#) 888-306-8015

[jimmy.vancleve@kctcs.edu](mailto:jimmy.vancleve@kctcs.edu)

Counties: Daviess, Hancock, Henderson, McLean, Muhlenberg, Ohio, Union, Webster

### **Southcentral Kentucky Community and Technical College (Area 4)**

John Weatherbee, Coordinator  
825 Morgantown Road  
Bowling Green, KY 42101  
(800#) 888-234-5760  
[john.weatherbee@kctcs.edu](mailto:john.weatherbee@kctcs.edu)  
Counties: Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, Warren

### **Elizabethtown Community & Technical College (Area 5)**

Rusty Todd, Coordinator  
630 College Street Road  
Elizabethtown, KY 42701  
(800#) 888-234-7201  
[russelle.todd@kctcs.edu](mailto:russelle.todd@kctcs.edu)  
Counties: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, Washington

### **Jefferson Community & Technical College (Area 6)**

Mike Wallingford, Coordinator  
11605 Fairmont Rd  
Louisville, KY 40291  
(800#) 888-306-8064  
[rick.larkins@kctcs.edu](mailto:rick.larkins@kctcs.edu)  
Counties: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, Trimble

### **Gateway Community & Technical College (Area 7)**

Bill Birkle, Coordinator  
P. O. Box 715  
Burlington, KY 41005  
[bill.birkle@kctcs.edu](mailto:bill.birkle@kctcs.edu)  
Counties: Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, Pendleton

### **Maysville Community & Technical College/Rowan Campus (Area 9)**

Duane Suttles, Coordinator  
99 Lake Park Drive  
Morehead, KY 40351  
(800#) 888-301-2946  
[duane.suttles@kctcs.edu](mailto:duane.suttles@kctcs.edu)  
Counties: Bath, Bracken, Elliott, Fleming, Lewis, Mason, Menifee, Montgomery, Morgan, Robertson, Rowan

### **Ashland Community & Technical College (Area 10)**

Mark Hammond, Coordinator  
12307 Midland Trail Road  
Ashland, KY 41102  
(606) 585-0255  
[mark.hammond@kctcs.edu](mailto:mark.hammond@kctcs.edu)  
Counties: Boyd, Carter, Greenup, Lawrence

### **Big Sandy Community & Technical College (Area 11)**

Greg Gray, Coordinator  
116 Main Street  
Paintsville, KY 41240  
(800#) 888-302-8935  
[greg.gray@kctcs.edu](mailto:greg.gray@kctcs.edu)  
Counties: Floyd, Johnson, Magoffin, Martin, Pike

### **Hazard Community & Technical College (Area 12)**

Greg Reams, Coordinator  
45 Gorman Hollow Road  
Hazard, KY 41701  
(800#) 888-234-6759  
[greg.reams@kctcs.edu](mailto:greg.reams@kctcs.edu)  
Counties: Breathitt, Knott, Lee, Leslie, Letcher, Owsley, Perry, Wolfe

### **Somerset Community College/Laurel Campus (Area 13)**

Chantz Mcpeek, Coordinator  
1791 Barbourville Street  
London, KY 40741  
(800#) 888-234-0100  
[chantz.mcpeek@kctcs.edu](mailto:chantz.mcpeek@kctcs.edu)  
Counties: Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, Whitley

### **Somerset Community College (Area 14)**

Josh Whitis, Coordinator  
219 Industry Dr  
Jamestown, KY 426269  
(606) 219-2243  
[josh.whitis@kctcs.edu](mailto:josh.whitis@kctcs.edu)  
Counties: Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, Wayne

### **Bluegrass Community & Technical College/Lawrenceburg Campus (Area 15)**

Brian Steele, Coordinator  
1355 Old Frankfort Pike  
Lexington, KY 40504  
(888) 234-3961  
Counties: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford

### **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.

## **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:

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including
  - inquiry and analysis
  - critical and creative thinking
  - written and oral communication
  - quantitative literacy
  - information literacy
  - teamwork and problem solving
- C. Personal and social responsibility, including
  - civic knowledge and engagement (local and global)
  - intercultural knowledge and competence
  - ethical reasoning and action
  - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

## Written Communication

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

## Oral Communications

Diploma, AAS, AA, AS, AFA		
	COM 181 Basic Public Speaking	3
	COM 205 Business and Professional Communication	3
	COM 252 Intro to Interpersonal Communications	3
	COM 281 Communication in Small Group	3
	COM 287 Persuasive Speaking	3

## Quantitative Reasoning

Diploma		
	OST 213 Business Calculations for the Office Professional	3
	Any mathematics course approved for the AAS, AA, AS, or AFA	
AAS		
	MAT 105 Business Mathematics	3
	MAT 110 Applied Mathematics	3
	MAT 116 Technical Mathematics	3
	MAT 126 Technical Algebra and Trigonometry	3
	Any mathematics course listed below	
AA, AFA		
	MAT 146 Contemporary College Mathematics	3
	PHI 250 Symbolic Logic	3
	Any mathematics course listed below	
AS		
	MAT 150 College Algebra	3
	MAT 154 Trigonometry	2
	MAT 155 Trigonometry	3
	MAT 159 Analytic Geometry and Trigonometry	4
	MAT 160 Precalculus	5
	MAT 165 Finite Mathematics and its Applications	3
	MAT 170 Brief Calculus with Applications	3
	MAT 174 Calculus I	4
	MAT 175 Calculus I	5
	MAT 184 Calculus II	4
	MAT 185 Calculus II	5
	MAT 206 Mathematics for Elementary and Middle School Teachers II	3
	MAT 261 Introduction to Number Theory	3
	MAT 275 Calculus III	4
	MAT 285 Differential Equations	3
	STA 210 Statistics: A Force in Human Judgment	3
	STA 220 Statistics	3

## Natural Sciences

Diploma	PHX 150 Introductory Physics	3
	Any Science course approved for the AAS, AA, AS, or AFA	
AAS, AA, AFA, AS		
	ANA 209 Principles of Human Anatomy	3
	AST 101 Frontiers of Astronomy	3
	AST 155/BIO 155 Astrobiology	3
	AST 191 The Solar System	3
	AST 192 Stars, Galaxies, and the Universe	3
	AST 195 Introductory Astronomy Laboratory*	1
	BIO 112 Introduction to Biology	3
	BIO 113 Introduction to Biology Lab*	1
	BIO 114 Major Discoveries in Biology	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 155/AST 155 Astrobiology	3
	BIO 209 Introductory Microbiology Lab*	2
	BIO 220 The Genetic Perspective	3
	BIO 225 Medical Microbiology*	4
	BIO 226 Principles of Microbiology	3
	BIO 227 Principles of Microbiology with Laboratory*	5
	CHE 120 Chemistry in Society	3
	CHE 125 The Joy of Chemistry Laboratory*	1
	CHE 130 Introductory General and Biological Chemistry*	4
	CHE 140 Introductory General Chemistry	3
	CHE 145 Introductory General Chemistry Laboratory*	1
	CHE 150 Introduction to Organic and Biological Chemistry*	3
	CHE 155 Intro to Organic and Biological Chemistry Laboratory*	1
	CHE 170 General College Chemistry I	4
	CHE 175 General College Chemistry Laboratory I*	1
	CHE 180 General College Chemistry II	4
	CHE 185 General College Chemistry Laboratory II*	1
	CHE 220 Analytical Chemistry*	5
	CHE 270 Organic Chemistry I	3
	CHE 275 Organic Chemistry Laboratory I*	2
	CHE 280 Organic Chemistry II	3
	CHE 285 Organic Chemistry Laboratory II*	2
	EST 150 Introductory Ecology*	4
	EST 160 Hydrological Geology	3
	GEO 130 Earth's Physical Environment	3
	GEO 251 Weather and Climate	3
	GLY 101 Physical Geology	3
	GLY 102 Historical Geology	3
	GLY 110 Environmental Geology	3
	GLY 111 Laboratory for Physical Geology*	1
	GLY 112 Laboratory for Historical Geology*	1
	GLY 114 Environmental Geology Laboratory*	1
	GLY 125 Geology of the National Parks & Monuments	3
	GLY 130 Dinosaurs and Disasters: A Brief History of the Vertebrates	3
	GLY 131 Dinosaur Laboratory*	1
	GLY 220 Principles of Physical Geology*	4
	PHY 151 Introductory Physics I	3
	PHY 152 Introductory Physics II	3
	PHY 160 Physics and Astronomy for Elementary Teachers*	3
	PHY 161 Introductory Physics Laboratory I*	1
	PHY 162 Introductory Physics Laboratory II*	1
	PHY 171 Applied Physics *	4
	PHY 172 Physics for Health Science*	2
	PHY 201 College Physics I	4
	PHY 202 College Physics Lab I*	1
	PHY 203 College Physics II	4
	PHY 204 College Physics Lab II*	1
	PHY 231 General University Physics I	4
	PHY 232 General University Physics II	4
	PHY 241 General University Physics I Laboratory*	1
	PHY 242 General University Physics II Laboratory*	1
	SCI 295 Scientific Investigations	3

\*Course satisfies the General Education requirement for a laboratory experience.

## Social and Behavioral Sciences

Diploma	EFM 100 Personal Financial Management	3
	WPP 200 Workplace Principles	3
	Any Social Interaction course approved for the AAS, AA, AS, or AFA	
AAS, AA, AS, AFA		
	AGR 101 The Economics of Food and Agriculture	3
	ANT 101 Introduction to Anthropology	3
	ANT 130/REL 130 <sup>1</sup> Introduction to Comparative Religion	3
	ANT 160 Cultural Diversity in the Modern World	3
	ANT 220 Introduction to Cultural Anthropology	3
	ANT 221 Native People of North America	3



ANT 235 Food and Culture .....	3
ANT 240 Introduction to Archaeology .....	3
ANT 241 Origins of Old World Civilizations.....	3
ANT 242 Origins of New World Civilizations.....	3
COM 101 Introduction to Communications .....	3
COM 249 Mass Media Communication .....	3
COM 254 Intro to Intercultural Communications .....	3
ECO 101 Contemporary Economic Issues.....	3
ECO 150 Introduction to Global Economics.....	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
GEN 140 Development of Leadership.....	3
GEN 225 Lifelong Learning Applications .....	3
GEO 152 Regional Geography of the World .....	3
GEO 160 Lands and Peoples of the Non-Western World .....	3
GEO 172 Human Geography .....	3
GEO 210 Pollution, Hazards and Environmental Management .....	3
GEO 222 Cities of the Worlds .....	3
GEO 240 Geography and Gender .....	3
HUM 135 Introduction to Native American Literature <sup>2</sup> .....	3
HUM 202 Survey of Appalachian Studies I <sup>2</sup> .....	3
HUM 203 Survey of Appalachian Studies II <sup>2</sup> .....	3
HUM 204 Appalachian Seminar <sup>2</sup> .....	3
HUM 221 Contemporary Perspectives on Peace and War.....	3
POL 101 American Government .....	3
POL 210 Introduction to European Politics: East and West.....	3
POL 212 Culture and Politics in the Third World.....	3
POL 235 World Politics .....	3
POL 255 State Government.....	3
PSY 110 General Psychology.....	3
PSY 180 Human Relations .....	3
PSY 185 Human Potential .....	3
PSY 230 Psychosocial Aspects of Death and Dying.....	3
PSY 223 Developmental Psychology.....	3
PSY 297 Psychology of Aging .....	3
PSY 298 Essentials of Abnormal Psychology.....	3
RAE 120 Introduction to Chinese Culture.....	3
REL 101 Introduction to Religious Studies <sup>2</sup> .....	3
REL130 Introduction to Comparative Religion.....	3
SOC 101 Introduction to Sociology.....	3
SOC 151 Social Interaction.....	3
SOC 152 Modern Social Problems.....	3
SOC 220 The Community .....	3
SOC 235 Inequality in Society .....	3
SOC 249 Media, Society, and Culture .....	3
SOC 260 Population, Resources and Change.....	3
SPA 115 Hispanic Culture: (Country or Region).....	3
SUS 101 Introduction to Sustainability .....	3
SUS 102 Sustainable Built Environment .....	3
SUS 201 Sustainable Societies .....	3
SUS 202 Sustainable Urban Systems .....	3
SWK 275 The Family .....	3
WGS 200 Introduction to Women's and Gender Studies in the Social Sciences.....	3

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

2. May be used to fulfill either Social and Behavioral Sciences or Arts & Humanities competency, but may not be used to fulfill both general education categories.

## Arts and Humanities

### Heritage

Diploma, AAS, AA, AS, AFA

FLK 276 Introduction to Folk Studies .....	3
HIS 101 World Civilization I.....	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
HIS 206 History of Colonial Latin America .....	3
HIS 207 History of Modern Latin America, 1810 to present .....	3
HIS 215 Historical Perspectives on Prisons and Police Work .....	3
HIS 220 Native American History: Pre-Contact to 1865.....	3
HIS 221 Native American History: 1865 to Present.....	3
HIS 240 History of Kentucky .....	3
HIS 247 History of Islam and Middle East Peoples, 500-1250 A.D.....	3
HIS 248 History of Islam and Middle East Peoples, 1250 to Present.....	3
HIS 254 History of Sub-Saharan Africa .....	3
HIS 260 African American History to 1865 .....	3
HIS 261 African American History 1865 - Present .....	3
HIS 265 History of Women in America .....	3
HIS 270 Ancient Europe.....	3
HIS 271 Medieval Europe.....	3
HIS 295 East Asia to 1800.....	3
HIS 296 History of Asia II.....	3

### Humanities

Diploma, AAS, AA, AS, AFA

ANT 130/REL 130 <sup>1</sup> Introduction to Comparative Religion.....	3
ART 100 Introduction to Art .....	3
ART 104 Introduction to African Art .....	3
ART 105 Ancient Through Medieval Art History .....	3
ART 106 Renaissance Through Modern Art History .....	3
ART 108 Introduction to World Art.....	3
ART 201 Ancient Art History .....	3
ART 202 Medieval Art History.....	3
ART 203 Renaissance Art History.....	3
ART 204 Modern Art History.....	3
ART 205 African American Art .....	3
ENG 135 Greek and Roman Mythology in Translation .....	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 231 Literature and Genre (Subtitle).....	3
ENG 232 Literature and Place (Subtitle Required).....	3
ENG 233 Literature and Identities (Subtitle Required).....	3
ENG 234 Introduction to Women's Literature .....	3
ENG 251 Survey of American Literature I.....	3
ENG 252 Survey of American Literature II .....	3
ENG 261 Survey of Western Literature from the Greeks through the Renaissance .....	3
ENG 262 Survey of Western Literature from 1660 to the Present .....	3
ENG 264 Major Black Writers.....	3
ENG 270 The Old Testament as Literature.....	3
ENG 271 The New Testament as Literature.....	3
ENG 281/HUM 281 Introduction to Film .....	3
ENG 282/HUM 282 International Film Studies .....	3
FLK 276 Introduction to Folk Studies .....	3
GEN 125 Applied Meta-Thinking .....	3
HNR 101 Introduction to Contemporary Thought.....	3
HON 101 The Ancient World .....	3
HON 102 The Medieval and Renaissance World .....	3
HON 201 The Early and Modern World.....	3
HON 202 The Contemporary World.....	3
HRS 101 An Integrated Survey of Western Civilization I.....	3
HRS 102 An Integrated Survey of Western Civilization II .....	3
HRS 201 An Integrated Survey of Western Civilization III .....	3
HRS 202 An Integrated Survey of Western Civilization IV .....	3
HUM 120 Introduction to the Humanities.....	3
HUM 121 Peace Studies.....	3
HUM 135 Introduction to Native American Literature <sup>2</sup> .....	3
HUM 140 Introduction to Latino Literature.....	3
HUM 150 Introduction to African Literature .....	3
HUM 160 Introduction to Holocaust Literature and Film.....	3

HUM 202 Survey of Appalachian Studies I <sup>2</sup> .....	3
HUM 203 Survey of Appalachian Studies II <sup>2</sup> .....	3
HUM 204 Appalachian Seminar <sup>2</sup> .....	3
HUM 220 Historical Perspectives on Peace and War.....	3
HUM 230 Contemporary Japanese Literature and Culture in Translation .....	3
HUM 250 Appalachian Literature Survey .....	3
HUM 251 Contemporary Appalachian Literature .....	3
HUM 281 Introduction to Film.....	3
MU 101 Folk and Traditional Music of the Western Continents.....	3
MUS 100 Introduction to Music.....	3
MUS 104 Introduction to Jazz History .....	3
MUS 206 American Music.....	3
MUS 207 African American Music History .....	3
MUS 208 World Music .....	3
MUS 222 History and Sociology of Rock Music .....	3
PHI 100 Introduction to Philosophy: Knowledge and Reality .....	3
PHI 110 Medical Ethics .....	3
PHI 120 Introductory Logic.....	3
PHI 130 Ethics .....	3
PHI 140 The Ethics of War and Peace .....	3
PHI 150 Business Ethics .....	3
PHI 160 Philosophy Through Pop Culture .....	3
PHI 170 Philosophy of Religion.....	3
PHI 180 Animal and Environmental Ethics .....	3
PHI 200 Professional Responsibility .....	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
REL 101 Introduction to Religious Studies <sup>2</sup> .....	3
REL 120 Introduction to the Old Testament.....	3
REL 121 Introduction to the New Testament.....	3
REL 130 Introduction to Comparative Religion .....	3
REL 150 Comparative Ethics of Major World Religions.....	3
REL 170 Philosophy of Religion.....	3
THA 101 Introduction to Theatre: Principles and Practices.....	3
THA 200 Introduction to Dramatic Literature.....	3
THA 283 American Theatre .....	3
WGS 201 Introduction to Women's and Gender Studies in the Arts and Humanities .....	3

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

2. May be used to fulfill either Social and Behavioral Sciences or Arts & Humanities competency, but may not be used to fulfill both general education categories.

## Other General Education Courses

### Foreign Languages

AAS, AA, AS, AFA

FRE101 Elementary French I .....	4
FRE 102 Elementary French II.....	4
FRE 201 Intermediate French I.....	3
FRE 202 Intermediate French II.....	3
GER 101 Elementary German I .....	4
GER 102 Elementary German II .....	4
GER 201 Intermediate German I.....	3
GER 202 Intermediate German II.....	3
JPN 101 Beginning Japanese I.....	4
JPN 102 Beginning Japanese II.....	4
RAE 150 Elementary Chinese I.....	4
RAE 151 Elementary Chinese II .....	4
SED 101 Sign Language I.....	3
SED 102 Sign Language II.....	3
SED 203 Sign Language III.....	3
SED 204 Sign Language IV.....	3
SPA 101 Elementary Spanish I (spoken approach).....	4
SPA 102 Elementary Spanish II (spoken approach).....	4
SPA 201 Intermediate Spanish I.....	3
SPA 202 Intermediate Spanish II.....	3

## Other Degree and/or Credential Requirements

### Cultural Studies Courses

Cultural Studies is defined as a course in which the major thrust is the study of one or more non-traditional and/or underrepresented cultures that are traditionally excluded from or marginalized in mainstream American curriculum. Cultural studies courses demonstrate a cultural emphasis in their course descriptions. For completion of the AA/AS degree, students must complete at least one cultural studies course.

### Social and Behavioral Sciences

ANT 130/REL130 Introduction to Comparative Religion*
ANT 160 Cultural Diversity in the Modern World
ANT 220 Introduction to Cultural Anthropology
ANT 221 Native People of North America
ANT 235 Food and Culture
ANT 240 Introduction to Archaeology
ANT 241 Origins of Old World Civilizations
ANT 242 Origins of New World Civilizations
COM 254 Introduction to Intercultural Communication
ECO 150 Introduction to Global Economics
GEO 152 Regional Geography of the World
GEO 160 Lands and Peoples of the Non-Western World
HUM 135 Introduction to Native American Literature*
HUM 202 Survey of Appalachian Studies I*
HUM 203 Survey of Appalachian Studies II*
HUM 204 Appalachian Seminar*
POL 212 Culture and Politics in the Third World
POL 235 World Politics
PSY 230 Psychosocial Aspects of Death and Dying
RAE 120 Introduction to Chinese Culture
REL 101 Introduction to Religious Studies
SOC 235 Inequality in Society
SPA 115 Hispanic Culture: (Country or Region)
WGS 200 Introduction to Women's and Gender Studies in the Social Sciences

### Heritage

HIS 101 World Civilization I
HIS 102 World Civilization II
HIS 206 History of Colonial Latin America
HIS 207 History of Modern Latin America, 1810 to Present
HIS 220 Native American History: Pre-Contact to 1865
HIS 221 Native American History: 1865 to Present
HIS 247 History of Islam and Middle Eastern Peoples, 500-1250
HIS 248 History of Islam and Middle Eastern Peoples, 1250 to the Present
HIS 254 History of Sub-Saharan Africa
HIS 260 African American History to 1865
HIS 261 African American History 1865 - Present
HIS 265 History of Women in America
HIS 295 East Asia to 1800
HIS 296 History of Asia II

### Humanities

ART 104 Introduction to African Art
ART 108 Introduction to World Art
ART 205 African American Art
ENG 135 Greek and Roman Mythology in Translation
ENG 233 Literature and Identity
ENG 234 Introduction to Women's Literature
ENG 264 Major Black Writers
ENG 282/HUM 282 International Film Studies
HUM 121 Peace Studies
HUM 135 Introduction to Native American Literature*
HUM 140 Introduction to Latino Literature
HUM 150 Introduction to African Literature
HUM 160 Introduction to Holocaust Literature and Film
HUM 202 Survey of Appalachian Studies I*
HUM 203 Survey of Appalachian Studies II*
HUM 204 Appalachian Seminar*
HUM 230 Contemporary Japanese Literature and Culture in Translation
HUM 250 Appalachian Literature Survey
HUM 251 Contemporary Appalachian Literature
MU 101 Folk and Traditional Music of the Western Continents

MUS 104 Introduction to Jazz History  
 MUS 207 African American Music History  
 MUS 208 World Music  
 REL101 Introduction to Religion  
 REL 130 Introduction to Comparative Religion\*  
 REL 150 Comparative Ethics of Major World Religions  
 WGS 201 Introduction to Women's and Gender Studies in the Arts and Humanities

**Foreign Languages**

FRE 101 Elementary French I  
 FRE102 Elementary French II  
 FRE 201 Intermediate French I  
 FRE 202 Intermediate French II  
 GER 101 Elementary German I  
 GER 102 Elementary German II  
 GER 201 Intermediate German I  
 GER 202 Intermediate German II  
 JPN 101 Beginning Japanese I  
 JPN 102 Beginning Japanese II  
 RAE 150 Elementary Chinese I  
 RAE 151 Elementary Chinese II  
 SED 101 Sign Language I  
 SED 102 Sign Language II  
 SED 203 Sign Language III  
 SED 204 Sign Language IV  
 SPA 101 Elem Spanish I  
 SPA 102 Elementary Spanish II  
 SPA 201 Intermediate Spanish I  
 SPA 202 Intermediate Spanish II

\* listed under more than one category and/or with a different prefix; may not be counted in more than one general education category.

**Digital Literacy**

**(The KCTCS Digital Literacy Policy is pending updates in 2018-19)**

CAD 103 CAD Fundamentals.....	4
CIT 105 Introduction to Computing.....	3
DLC 100 Digital Literacy.....	3
DPT 100 Introduction to 3D Printing Technology.....	3
EDU 204 Technology in the Classroom.....	3
IMD 100 Digital Information & Communication Technologies.....	3
OST 105 Introduction to Information Systems .....	3
VCC 150 Mac Basics .....	3

Digital literacy, also referred to previously as computer literacy, is a topic both broad in its scope and deep in its detail. As a consequence of this, KCTCS has adopted current Internet and Computing Core Certification (IC3) objectives to define digital literacy, emphasizing in particular the three identified, broad categories of Computing Fundamentals, Key Applications, and Living On-line. A complete listing of the IC3 objectives may be found at [http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/IC3\\_Certifications.html](http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/IC3_Certifications.html)

All AA, AS, AFA, AAS, and diploma students graduating from KCTCS must demonstrate digital literacy by one of the following means within five years preceding their current admission to a KCTCS college:

1. Scoring a minimum of a 75% composite score on the digital literacy exam, or
2. Achieving the IC3 Certification, or
3. Articulating credit from another institution which has demonstrated compliance with the above course criteria as identified by the registrar of the receiving college in cooperation with the digital literacy faculty of the receiving college, or
4. Receiving credit for an approved KCTCS digital literacy course, or
5. Providing documentation of successful completion of other certification exams as approved by KCTCS.

Documentation of digital literacy will be placed on the student's transcript. Students may choose to take the standardized Computer Exam to demonstrate computer competency. Students who score a passing score on the exam will have met the requirements of digital literacy and documentation will be placed on the student's transcript.

**Course Transitions**

A significant number of courses have changed prefixes and/or course numbers. This does not change the ability of the courses to fulfill general education course requirements as long as courses were eligible at the time of enrollment. Course changes for General Education courses are available in Appendices -E (through 2012-2013 academic year). Course changes for General Education courses that occurred in the 2013-2014 academic year are available in Appendix F.

**Employment and Earnings Information**

Information related to KCTCS graduates employment and earnings can be found in Postsecondary Feedback Reports at <https://kcwvs.ky.gov/Reports/PSFeedBack/PSFeedbackReports.aspx> .

**Admission to Programs**

Academic requirements are specified for each program and are based on the level of difficulty and the technical nature of the curriculum. Admission to some programs is limited by college resources, facilities, accreditation requirements, etc. Contact the Student Services office or program coordinator at the college for more information.

**KCTCS College Codes**

ACTC	Ashland Community and Technical College
BLC	Bluegrass Community and Technical College
BSC	Big Sandy Community and Technical College
ECTC	Elizabethtown Community and Technical College
GTW	Gateway Community and Technical College
HZC	Hazard Community and Technical College
HEC	Henderson Community College
HPC	Hopkinsville Community College
JFC	Jefferson Community and Technical College
MDC	Madisonville Community College
MYC	Maysville Community and Technical College
OWC	Owensboro Community and Technical College
SMC	Somerset Community College
SKY	Southcentral Kentucky Community and Technical College
SEC	Southeast Kentucky Community and Technical College
WKCTC	West Kentucky Community and Technical College