

Admission

Applying for Admission

A student enrolling at a KCTCS college for the first time must submit an application for admission. Students who are re-entering a KCTCS college after being out for one or more semesters should complete an application for readmission. Students may be admitted to a KCTCS college as freshmen, as students with transfer credit from other institutions, as visiting students, or as non-degree students. KCTCS colleges admit students who have graduated from high school, who have earned a high school general equivalency diploma, who are eligible to pursue a GED, or who are dually enrolled in high school and the college.

Admission and Registration Procedures

- Prospective students visit the college's website to complete an online application or contact the admission office of the college they wish to attend and request an admission application.
- The full and proper name of the student and KCTCS student ID number must be used in registration and for all other official purposes.
- Freshmen entering a college for the first time will be required to send an official copy of their high school transcript, GED, or state approved high school equivalency to the admission office of the college they plan to attend. Official high school transcripts submitted to KCTCS may be shared with all KCTCS Colleges.
- Applicants entering with transfer credit must have an official transcript from each college attended forwarded to the admission office of the college they plan to attend.
- Applicants should submit results of the American College Test® (ACT), KYOTE, or Scholastic Aptitude Test® (SAT). Applicants who have not taken the ACT® or other placement exam must complete a placement examination administered by any KCTCS college. For specific information regarding course placement, students should refer to the KCTCS Assessment and Placement Policy, which is available on the website at kctcs.edu, under "Students", then "Academic Regulations".
- Admission to a college does not guarantee admission to a specific program. Applicants seeking admission to an occupational/technical program at any KCTCS college should contact the admission office of the college of interest for information regarding any special requirements for program admission.
- Applicants must submit an application for admission and supporting documents prior to the first day of classes of the term or session for which the student plans to enroll. Some colleges, however, may have an earlier deadline date. Students should check with the admission office of the college they plan to attend for registration/application deadlines.
- A student who applies for admission to a KCTCS college will receive instructions to establish access to Student Self-Service. Student Self-Service allows a student access to many services such as registration, grades, class schedule, financial aid awards, bill payment and many other services.
- All enrolled KCTCS students will be given access to a KCTCS- assigned email account. Official communication from faculty and student service personnel will be sent to this address. Students will continue to have access to this account as long as they are enrolled.

After receiving the completed application and other documents, the admission office will notify the applicant of his or her admission status. It is expected that all students will submit all required documents in order to be eligible to register for classes. In the event this is not possible,

students should contact the Admissions Office of the KCTCS college they wish to attend for instructions or assistance. While provisions may be provided, students will not be permitted to register for subsequent semesters without all official required documents.

Non-Degree/Non-Credential Students

At the discretion of the institution, persons who desire instruction without wishing to earn a credential may be admitted as non-degree/non-credential students. These students are exempt from taking the assessment instrument; however, all students (including high school students) must meet individual pre-requisites such as those for entry-level English and mathematics courses.

Students may declare credential seeking status after meeting regular admission requirements. The college may review and reclassify credential-seeking status in accordance with policies established at each individual college. Non-degree/non-credential students are not eligible for Federal Financial Aid programs.

Credit earned before a student meets admission requirements will be counted toward a credential.

High School Students

The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines. All applicants shall submit:

- a KCTCS application for admission by the appropriate deadline
- the results of the ACT®, SAT®, KYOTE, and/or other approved placement scores in accordance with KCTCS Assessment and Placement Policy.

A college may require additional information as part of the admission process.

In some cases, courses offered on the high school campus carry both high school and college credit. See your high school counselor for more information.

Second Chance Students

A student who has previously attended a college or university – other than a college in the Kentucky Community and Technical College System – and who has less than an overall grade-point average of 2.0 on a 4.0 scale in all course work attempted, may be considered for admission on probation provided the applicant demonstrates both of the following:

- has not enrolled at a college or university for at least one 16-week semester, and
- can demonstrate potential for success.

Transient/Visiting Students

A student may be admitted as a transient or visiting student. However, the student's parent college must certify each term that the student is enrolled or eligible to enroll at parent institution.

International Students

Some KCTCS colleges are authorized under Federal law to enroll non-immigrant students. Consult the admission office of your college for details.

Readmission after Two or More Years: Academic Bankruptcy

A student who has been readmitted after having remained out of a KCTCS College for a period of two or more years and who has completed at least 12 credit hours in college-level courses with a grade point average of 2.0 or better after readmission, may choose to have his/her previous KCTCS course work removed from the computation of the grade point average. This procedure is commonly called “academic bankruptcy.”

A student who declares academic bankruptcy will continue to receive credit for those courses in which a grade of A, B, C, D, or P was earned prior to readmission without including those grades in the GPA computation. 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.

Previous College Work

An applicant who has previously attended an accredited college or university which awards degrees at the associate level or higher and who has an overall grade point average of at least 2.0 on a 4.0 scale in all course work attempted will be accepted for admission. For specific information on course placement, applicants should refer to the KCTCS Assessment and Placement Policy, which is available on the website at kctcs.edu, under “Students”, then “Academic Regulations”. An official transcript of all previous college work must be submitted. The Council on Postsecondary Education’s (CPE’s) general education transfer policy provides the basis for an institution’s policy on the acceptance of transfer credit. The American Association of Collegiate Registrars and Admissions Officers’ “Transfer Credit Practices of Educational Institutions” shall serve as a reference for admission of transfer students to an institution and for the acceptance of transfer credit.

KCTCS colleges shall provide academic counseling concerning the transfer of credit to transferring students. KCTCS colleges shall accept a student’s college credit earned when a course is taken both for high school credit and for college credit. Credit earned through a dual credit or dual enrollment arrangement shall be treated the same as credit earned in any other college course.

Degree credit work is recognized credit hour for credit hour if taken on the semester system. Quarter hours are recognized as two-thirds (2/3) of a semester hour. Recognition of credit earned at a non-accredited college or university may be obtained by special subject examinations or may be validated upon the completion of 12 credit hours, excluding transitional courses, with a grade point average of at least 2.0.

Change of Program

When students enroll in a KCTCS college they select a program of study in which they wish to “major” or receive a credential. Students enrolled in any KCTCS college may request a program change through the student affairs office of their local college. These students are instructed to seek appropriate advisement and financial aid counseling.

KCTCS Assessment and Placement Policy

Students enrolling in a college credit course for the purpose of earning credit applicable toward an educational credential who meet college readiness benchmarks as identified by the Council on Postsecondary Education’s College Readiness indicators may enroll in college-level coursework. In addition to the college readiness benchmarks included in the tables found in sections below, the Council on Postsecondary Education recognizes a GED score of 165 or higher, a PARCC Level 4 or a Smarter Balanced Level 4 as indicators of college readiness with no developmental, co-requisite or supplemental coursework required in reading, writing, and quantitative reasoning (below college algebra). Students who do not demonstrate college or career readiness for their academic plan must remedy the identified skill deficiencies by enrollment in transitional education courses, entry-level courses with approved supplementary academic support, co-requisite courses, or approved college readiness intervention(s) within the first two terms of enrollment per Council on Postsecondary Education regulation 13 KAR 2:020. Enrollment shall continue consecutively until the designated academic skill levels are attained.

Students with 12 or more credit hours at the 100 level or above in general education courses with a 2.0 GPA are exempt from reading placement requirements and are considered college ready in reading. However, all students must meet individual course pre-requisites such as those for entry-level English and mathematics courses.

This assessment and placement policy specifically applies to all credential-seeking students, students who transition from non-credential seeking to credential seeking, and students who are undecided about their choice of program as of Fall 2016. The skills for which the Assessment and Placement Policy applies are mathematics, reading, and writing. An ACT® score of at least a 19 in mathematics, 20 in reading or 18 in writing allows the student to enroll in entry-level courses for those areas.

Students who do not intend to seek an educational credential are exempt from taking the assessment instrument; however, all students must meet individual course pre-requisites such as those for entry-level English and mathematics courses.

The KCTCS Placement and Assessment policy can be found at the main KCTCS web page kctcs.edu, under “Students”, then “Academic Regulations”.

*Certificate programs that require 18 credits or less are exempt from the Assessment and Placement Policy. However, applicable course prerequisites still apply.

Mathematics Course Placement

ACT	SAT	COMPASS ³ Algebra Domain	ASSET ³	KYOTE	TABE A	Wonderlic	KCTCS Courses
27 or higher	610 or higher	83-99	NA	NA	NA	NA	MAT 170, MAT 175 or any course listed below
22 or higher	510 or higher	50-99	El. Alg. 46-55 Int. Alg. 43-55	CA 14 or higher	NA	Quantitative 330 or higher	MAT 150 or any course listed below
19-21	460 or higher	36-49	El. Alg. 41-45 Int. Alg. 39-42	CA 7-13 or MP 22 or higher	NA	Quantitative 288 or higher	MAT 150 with supplemental instruction ¹ ; MAT 146, MAT 105, MAT 110, MAT 116, MAT 126 or any course listed below
18		31-35	El. Alg. 39-40 Int. Alg. 36-38	MP 18-21	NA	Quantitative 275 or higher	Intermediate Algebra or MAT 126 with supplemental instruction ² or any course listed below
17		25-30	El. Alg. 34-38 Int. Alg. 33-35	MP 15-21	NA	Quantitative 265 or higher	MAT 105, MAT 110, or MAT 116 with supplemental instruction ² or any course listed below
16		16-30	El. Alg. 27-38 Int. Alg. 26-35	MAT 055= MP 6-11 MAT 065= MP 12-17	NA	Quantitative 250 or higher	MAT 062, MAT 065, MAT 075 or any course listed below
		COMPASS Pre-algebra Domain³					
		42-99	N. Skills 38-55	MP 12-17	10.2 -12.9	Quantitative 250 or higher	MAT 062, MAT 065, MAT 075 or any course listed below
		24-41	N. Skills 25-37	MP 6-11	6.4-.10.1	Quantitative 200 or higher	MAT 055
		Less than 24	N. Skills 23-24	MP 0-5	Less than 6.4	Quantitative less than 200	ARI 030 or Refer to Adult Basic Education

¹MAT 100 or other co-requisite support are options for supplementary academic support for MAT 150.

²Enrollment permitted only with concurrent supplementary instruction. College designated supplemental instruction must offer supplementary academic support, such as extra class sessions, additional labs, tutoring, and increased monitoring of students, beyond that usually associated with an entry-level course.

³COMPASS and ASSET will not be administered after November 30, 2016.

Reading Course Placement

ACT	SAT	COMPASS ³	ASSET ³	KYOTE	TABE A	Wonderlic	KCTCS Courses
ACT 20 or higher	470 Critical Reading	85-100	44-55	20 or higher	12.2-12.9	Verbal 325 or higher	No reading required
19		83-84	43		11.4-12.1	NA	Entry-level courses with concurrent enrollment in RDG 185, or supplemental instruction ^{1, 2}
15 or higher		70-82	38-42		9.0-11.3	NA	RDG 0302 or DRE 0302
12 or higher		49-69	32-37		5.5-8.9	NA	RDG 020
		48 and below	No score available		5.4 and below	Verbal 179 or less	Refer to Adult Basic Education for Reading

¹Supplemental instruction, such as extra class sessions, additional labs, tutoring, RDG 100, and increased monitoring of students beyond that usually associated with an entry-level course, to be developed and provided at the college.

²After the completion of this option students can move to entry level courses without additional supplemental instruction. NOTE: Students with 12 or more credit hours at the 100 level or above in general education courses with a 2.0 GPA have met college readiness benchmarks in reading are exempt from reading placement requirements.

³COMPASS and ASSET will not be administered after November 30, 2016

English Course Placement

ACT	SAT	COMPASS	ASSET	KYOTE	TABE A	Wonderlic	KCTCS Courses
18 or above	Writing 430 or Critical Reading 450	74 -100	43-55	6 or higher	12.8-12.9	Verbal 310 or higher	ENG 101
14 or higher		39-73	38-42		9.6-12.7	NA	ENC 091
12 or higher		26-38	33-37		8.1-9.5	NA	ENC 090 or ARI 010
		25 and below			8.0 and below	204 and below	Refer to Adult Basic Education for English

Note: ENG 100 or other co-requisite support are options for supplementary academic support for ENG 101.

Co-requisite Model

Some KCTCS colleges provide co-requisite model instruction options in addition to or in place of transitional coursework. In the co-requisite model of instruction, students are placed into a credit-bearing course while developmental needs are met through additional instruction concurrent to the course. The pilot college models should be documented with the KCTCS Vice Chancellor of Academics Office and data of student success shared within the colleges. Research findings will be used to determine future policy for assessment and placement for the system.