

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 contact the college admissions office to confirm the process 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 (GED), who are eligible to pursue a GED, or who are dually enrolled in high school and the college.

Admission and Registration Procedures

- Prospective students should contact the admission office of the college they wish to attend and request an admission application or visit the college's website to complete an online 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.
- Applicants under age 25 entering a college for the first time will be required to send an official copy of their high school transcript or GED to the admission office of the college they plan to attend for specific program requirements.
- 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) or Scholastic Aptitude Test® (SAT). Applicants who have not taken the ACT® must complete the COMPASSTM or ASSET® 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 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 credentials 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® and/or ASSET® or COMPASSTM 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. A transient or visiting student must submit a form completed by the student's home college indicating that the student is eligible to enroll in that institution. Admission as a transient or visiting student is valid only for the semester or session for which the student applies.

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 class applicable toward an educational credential must demonstrate through the submission of scores on specified assessment instruments that they possess the minimum academic skills essential for success in the class required for the credential. Students who do not demonstrate these academic skills for their academic plan must remedy the identified skill deficiencies by enrollment in transitional education courses, entry-level courses with approved supplementary academic support, 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 2014. 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. A student who scores less than 19 in mathematics, less than a 20 in reading or less than an 18 in writing is required to take an additional test and will be placed into classes according to her/his score on the second test.

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 Algebra Domain	ASSET	KYOTE ³	TABE A	KCTCS Courses
27 or higher	610 or higher	83-99	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	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 and MP 22 or higher	NA	MAT 150 with MAT 100 or supplemental instruction ¹ ; MAT 146, MAT 105; MAT 110; MAT 116; MAT 126 or any course listed below
		31-35	El. Alg. 39-40 Int. Alg. 36-38	CA 7-13 or MP 18-21	NA	Intermediate Algebra or MAT 105, MAT 110, MAT 116, or MAT 126 with supplemental instruction ³ or any course listed below

ACT	SAT	COMPASS Algebra Domain	ASSET	KYOTE ³	TABE A	KCTCS Courses
		25-30	El. Alg. 34-8 Int. Alg. 33-35	CA 5-13	NA	MAT 105, MAT 110, or MAT 116 with supplemental instruction ³ or any course listed below
		16-30	El. Alg. 27-38 Int. Alg. 26-35	MAT 055= MP 6-11 MAT 065= MP 12-17	NA	MAT 065 or any course listed below
		COMPASS Pre-algebra Domain				
		42-99	N. Skills 38-55	MP 12-17	10.2 -12.9	MAT 065 or any course listed below
		24-41	N. Skills 25-37	MP 6-11	6.4- 10.1	MAT 055
		Less than 24	N. Skills 23-24	MP 0-5	Less than 6.4	ARI 030 or Refer to Adult Basic Education

¹ MAT 100 offers supplementary academic support for MAT 150.

² MAT 105, MAT 110, MAT 116 do not serve as prerequisites for intermediate algebra.

³The KYOTE College Algebra Placement Test (CA) is administered after the (Transitional) Mathematics Placement Test (MP) if the MP score is 27 or higher.

⁴ Enrollment 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.

NOTE: Colleges may seek approval from the Chancellor for use of alternate assessment instruments.

Reading Course Placement

ACT	SAT	COMPASS	ASSET	KYOTE	TABE A	WorkKeys	KCTCS Courses
ACT 20 or higher	470 Critical Reading	85-100	44-55	20 or higher	12.2-12.9	82-90	No reading required
		83-84	43		11.4-12.1	79-81	Entry-level courses with concurrent enrollment in RDG 185, or supplemental instruction ^{1,2}
		70-82	38-42		9.0-11.3	75-78	RDG 030 ² or DRE 030 ²
		49-69	32-37		5.5-8.9	73-74	RDG 020
		48 and below	No score available		5.4 and below	72 and below	Refer to Adult Basic Education for Reading

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

² After the completion of this option students can move to entry level courses without additional supplemental instruction.

NOTE: Transfer 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.

English Course Placement

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

Note: Students may be advised to enroll in ENC 092 (Writing Laboratory), or ENG 100, or supplemental work defined by the college concurrent with their enrollment in ENG 101 if they have completed ENC 091 and need the assistance provided by the writing laboratory. Supplemental instruction includes extra class sessions, additional labs, tutoring, and increased monitoring of students beyond that usually associated with an entry-level course.