2020-2021 Dual Credit Memorandum of Agreement between Hazard Community & Technical College and Breathitt County Schools

I. Purpose

Providing secondary students dual credit opportunities is a proven educational strategy with the capacity to complement and maximize the chance of success of our educational initiatives. Effective dual credit systems have impact both at the secondary and postsecondary levels and provide an opportunity for collaboration. This agreement serves as an addendum to the Memorandum of Understanding (MOU) between the Kentucky Community and Technical College System (KCTCS), and the Kentucky Department of Education (KDE). All policies established in the MOU shall be followed at all times. Dual Credit, Dual Credit Scholarship policies, and Work Ready Kentucky Scholarship policies shall be followed at all times. Participants are expected to know and follow current policies as well as all future versions thereof. The purpose of this Memorandum of Agreement (MOA) is to allow for local decision making, to permit customization, and to provide flexibility within the constraints of the MOU.

II. Dual Credit Courses

A dual credit course is a college-level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study. Developmental education and remedial courses are not eligible dual credit courses (in accordance with KRS 164.098). First Year Experience Courses are not eligible dual credit courses as they are not covered in the general education transfer policy and are not transferable between institutions.

Dual credit courses are Hazard Community & Technical College catalogued courses and approved through the regular course approval process. These courses have the same departmental designation, course number, title, and credits, and adhere to the same course description and course content as those delivered on the Hazard Community & Technical College campus. Faculty liaison site visits will take place to ensure that courses offered at the high school are offered with the same rigor as those offered on the Hazard Community & Technical College campus. Hazard Community & Technical College will submit student final letter grades (standard college letter grades – A,B,C,D,E,W,F) to the appropriate high school personnel for the dual credit courses offered. No numeric grade data will be submitted.

Dual Credit courses should be meaningful to students and the pathway in which they are enrolled. Dual credit courses should be useful for a student when they transfer to postsecondary institutions and count towards the credential they are working towards.

Dual credit courses offered by Hazard Community & Technical College are listed on the college's Dual Credit Course list. Students will only receive dual credit for courses included on the list. The deadline for the college to submit the course list to the System Office is March 1 in order to meet the fall semester priority deadline for enrolling in courses and October 1 to meet the spring semester priority deadline for enrolling in courses. Hazard Community & Technical College is required to submit the course list to KCTCS in order for the courses to be

programmed into PeopleSoft to allow students to be enrolled. Colleges have the opportunity to add courses to their list up until the CPE snapshot. The snapshots are as follows: November 1, March 30 and August 15. Students will not be able to enroll in a dual credit course until KCTCS receives this signed MOA and the initial college course list.

Per Southern Association of Colleges and Schools Commission on Colleges policy, Hazard Community & Technical College must maintain control over dual credit classes. This includes:

- Determining student eligibility for admission to dual credit courses
- Managing and overseeing the registration process
- Determination of which courses are offered as dual credit
- Ensuring students follow college admissions and academic policies
- Selecting qualified instructors based on an evaluation of credentials
- Ensuring an appropriate syllabus, curriculum, and student learning outcomes
- Determining the textbook and learning resources for the dual credit class
- Providing the student, the opportunity to evaluate the instructor

III. Student Fees and Payments

Tuition for a dual credit course is set by KRS 164.786. Colleges cannot charge eligible dual credit students anything more than the dual credit tuition rate ceiling per credit hour, including fees.

While the tuition rate for dual credit and prevention of charging fees is non-negotiable, other expenses are appropriate for negotiation with Breathitt County Schools concerning dual credit students. These include, but are not limited to, the following:

- Cost of textbooks, digital content, and/or eResources;
- Liability or insurance charges;
- · Barnes and Noble charges; and
- Classroom consumables.

Colleges and district should identify the expenses that support course instruction and identify which party is responsible for covering the costs in Appendix A. Textbooks, digital content, or eResources are required for most courses. Additionally, there are charges associated with operating a college course (e.q. Professional liability insurance, KNAT testing charges, etc.). Dual credit Professional Development costs for district faculty is the responsibility of the district.

IV. Payment of Unsuccessful Completion of the Kentucky Dual Credit Scholarship

The Kentucky Higher Education Assistance Authority (KHEAA) is the agency responsible for administrating the Dual Credit Scholarship (DCS) program. Students are eligible to receive the DSC for two successfully completed dual credit courses in their junior and/or senior year. KCTCS is required to return fifty percent (50%) of the dual credit tuition rate for students who do not successfully complete a DCS course to KHEAA. A student is unsuccessful if they do not receive a D- or higher in the college course and the secondary course. Postsecondary grades of I, E and, W are not considered successful completion. In the event KCTCS must return 50% of the dual credit tuition rate for an unsuccessful course completion, KCTCS cannot charge students to recover the cost of the returned tuition.

Indicate w	ho is responsible for negotiated costs rel	ated to unsu	uccessful students:	
	College: <u>Hazard Community & Ted</u>	chnical Colle	<u>ege</u>	
	Secondary Institution:			
V.	Approvals			
Hazard Co		itt County S	state MOU must be included in this MOA betwo	een
academic		be submitte	ective with signatures below for the 2020-202 ed to the KCTCS Chancellor's office in order to	
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	County Schools Signature Authority tts, Superintendent	Date		
_			3-10-20	
Dr. Jennife President/			Date	
-	mmunity & Technical College			

Appendix A Expenses

Use the table below, to indicate who will be responsible for what expense. Add columns and rows as needed.

Expense	Responsible Party		
	College	Local School District	Student
Cost of textbooks, digital content, and/or eResources			~
Liability or insurance charges (typically for courses requiring clinical setting such as nurse aid)		· ·	
Barnes and Noble charges			~
Classroom consumables		<u> </u>	



KCTCS Dual Credit Pathway to the Associate Degree in Arts or Science

General education courses are foundational courses in Written Communication, Oral Communication, Arts and Humanities, Natural Sciences, Social and Behavioral Sciences and Quantitative Reasoning, and other areas of study such as Foreign Languages. These courses develop strong communication, critical thinking, collaboration and other skills needed to succeed in one's career and as a global citizen.

General education coursework provides the first two years of a university experience, leading to an Associate's degree in Arts (AA) or Science (AS) (or Fine Arts at some colleges). Some general education courses are also required for the Associate of Applied Science degree (AAS). The coursework transfers to the receiving university and becomes part of the student's permanent university record.

The dual credit general education pathway has been designed to help students earn credits toward the 33 credit hours of KCTCS General Education Core courses within an AA or AS degree. These core courses are accepted directly towards the first two years of a bachelor's degree (60 total credit hours in the AA/AS and 120 total credit hours in the bachelor's degree) and will be accepted by any public Kentucky university per Kentucky's General Education Transfer Policy. The General Education Transfer Policy is in place between all public colleges and universities in Kentucky and facilitates a smooth transition as students move from college or university to another institution. Most universities located in contiguous states will also directly accept these courses. Note that students in Early or Middle College programs or other limited access programs will follow program of study guidance from their College-assigned advisor.

Students who plan to pursue the AA/AS at KCTCS and/or transfer to a university should complete the 33 credit hours of the General Education Core dual credit courses before any other general education courses. A student may take additional general education courses for dual credit that meet the KCTCS AA/AS requirements once they have completed the initial 33 credit hours in Block I. Working with a college advisor or their transfer university advisor will help ensure that the student does not take dual credit courses that would not be accepted by their preferred university or would limit their ability at university to take the specific coursework leading to their desired degree.

The KCTCS Associate in Arts and Associate in Science degrees are 60 credit hours, divided into three blocks:

- BLOCK I: 33 credit hours of General Education Core courses
- **BLOCK II:** 6 credit hours of requirements specific to the AA or AS degree –it is recommended students choose these hours to satisfy pre-major requirements at the institution to which they plan to transfer:
 - For the AA: hours must be selected from Arts and Humanities and/or Social and Behavioral Sciences and/or Foreign Language.
 - o For the AS: hours must be selected from Quantitative Reasoning and/or Natural Sciences
- <u>BLOCK III</u>: 21 hours of electives —it is recommended students choose these hours to satisfy pre-major requirements at the institution to which they plan to transfer.
- Within the AA/AS students must:
 - Complete at least one cultural studies course, indicated by (CS) next to the course in the table below.
 - o Demonstrate computer/digital literacy skills, either through completing a course or passing a test.
 - Complete a First Year Experience (FYE) as determined by their College (currently charged at full tuition rate if an FYE class is required).

General Education Core Courses

Below is a list of general education courses that are eligible for dual credit from each KCTCS institution, provided the institution offers the course as dual credit and there is a credentialed faculty member to teach it for dual credit at the college or high school. It is up to each KCTCS College to determine where and if the dual credit course is offered.

Individual KCTCS institutions may offer other general education courses for dual credit to meet specific local transfer agreements with partner regional universities. However, the courses below are "high priority" courses in BLOCK I as they are core courses that meet Kentucky's General Education Transfer Policy.

•	AA	AS	Dual Credit Course Offerings
· ,	Requirements	Requirements	Courses are 3 credit hours unless indicated after the
	•	'	course listing below
Written Communications	6 credit hours	6 credit hours	o ENG 101: Writing I
			o ENG 102: Writing 2
Oral Communications	3 credit hours	3 credit hours	o COM 181: Basic Public Speaking OR
	·		COM 252: Intro to Interpersonal Communication
Arts & Humanities	3 credit hours	3 credit hours	o HIS 101: World Civilization I (CS) OR
1 course each in Humanities and			HIS 102: World Civilization II (CS) OR
Heritage. (CS) denotes a class			HIS 108: History of the U.S. Through 1865 OR
meeting the Cultural Studies	-		HIS 109: History of the U.S. Since 1865 OR
requirement.			HIS 240: History of Kentucky
•	3 credit hours	3 credit hours	o ART 100: Intro to Art OR
Note: most universities and all			ENG 161: Intro to Literature OR
KCTCS Colleges will not accept			HUM 120: Intro to Humanities OR
more than one civilization/			MUS 100: Intro to Music OR
history course in this block. Any			PHI 100: Intro to Philosophy OR
other courses taken will transfer	•		REL 101: Intro to Religious Studies OR
as elective credits and reduce	[REL 130: Intro to Comparative Religion (CS)** OR
the available elective credits			THA 101: Intro to Theater: Principles & Practices
needed by the program of			
study.			
Natural Sciences	3 - 6 credit	6 credit hours	o AST 101+195: Frontiers of Astronomy &
One course must include a	hours*		Introductory Astronomy Lab (4)
laboratory experience. All]		o BIO 112+113: Intro to Biology & Lab (4)
options listed include a lab.			o BIO 120+121: Human Ecology & Lab (4)
			o BIO 135: Basic Anatomy & Physiology w/Lab (4)
			OR STATE OF THE ST
			BIO 137: Human Anatomy & Physiology I (4)
			O BIO 139: Human Anatomy & Physiology II (4)
			O CHE 140+145: Intro General Chemistry & Lab (4)
			O GLY 110 + 114: Environmental Geology & Lab (4)
		,	O GLY 130+131: Dinosaurs & Disasters & Lab (4)
0	2 C ann 11:4	6 credit hours	PHY 171 Applied Physics (4) MAT 141: Liberal Arts Mathematics OR
Quantitative Reasoning (QR)	3 -6 credit hours*	o creat nours	
KCTCS has six QR pathways,	nours.		MAT 146: Contemporary College Mathematics o MAT 150: College Algebra
each tailored to allow students			
to take the math that is relevant	·		o MAT/STA 151: Introduction to Applied Statistics o MAT 154 OR 155: Trigonometry (2 or 3 credits)
to their field of study (see table			o MAT 161: Statistics and Algebra
below for listing). Students,			o MAT 171: Precalculus (5 credits)
with an advisor, should choose from the QR pathway below			o MAT 174 OR 175: Calculus I (4 or 5 credits)
that best fits their plans for			o MAT 184 OR 185: Calculus II (4 or 5 credits)
their college education.			o STA 220: Statistics
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	AA	AS	Du	al Credit Course Offerings
	Requirements	Requirements	ts Courses are 3 credit hours unless indicated after the	
			COL	urse listing below
Social and Behavioral	9 credit hours	6 credit hours	0	ECO 101: Contemporary Economics Issues OR
Sciences				ECO 201: Principles of Microeconomics
Two disciplines must be			0	GEO 152: Regional Geography of the World (CS)
represented and different from			0	POL 101: American Government
those in the Arts and			0	PSY 110: General Psychology
Humanities category. (CS)			0	REL 101: Intro to Religious Studies (CS)
denotes a class meeting the			0	REL 130: Intro to Comparative Religion (CS)**
Cultural Studies requirement.			0	SOC 101: Introduction to Sociology
Subtotal General Education	33 credit hours			•
Core				

^{*}Students are required to take a minimum of 3 credit hours of Quantitative Reasoning and Natural Sciences and 3 more credit hours in either one of those categories for a total of 6 for the AA track.

^{**}Students may use REL 130 to satisfy only one of the Arts and Humanities OR Social and Behavioral Sciences requirements.

QR Pathways	Entry Course
Business/Management	MAT 161
Education/College Algebra	MAT 150
Liberal Arts Mathematics	MAT 141
Statistics	MAT/STA 151
STEM	MAT 171
Technical	N/A for AA and AS

Note that students in the 12th grade who assess/place into the option may take an English, Reading or Mathematics corequisite course with a supplemental course if offered by their KCTCS College. The supplemental course provides additional support for the corequisite course and will count as an elective when transferred to a four-year institution.

Additionally, a student may take any **Foreign Language courses** in a single language if it is offered as dual credit by the KCTCS institution. All foreign language courses are designated cultural studies courses.

General Education Courses Available for the Associate in Applied Science Degree Pathway

Students in an AAS pathway may need other general education courses specific to the technical program of study to earn the AAS degree. Students will be advised on these courses by their delivering KCTCS institution.



Hazard Community and Technical College 2019/2020 Dual Credit Course Offerings

This is the official dual credit course list for Hazard Community and Technical College. Students can only receive dual credit for courses listed below. This list is due to the KCTCS System Office by priority registration for the following semester so they can be programmed into PeopleSoft. Students will not be able to enroll in a course for dual credit until the school district has signed the Dual Credit MOA and this list has been submitted along with it.

Colleges may add courses and submit additions to the system office to be programmed into PeopleSoft on a monthly basis up until the CPE snapshot deadline. KCTCS <u>will not</u> accept any additions after the CPE Snapshot. Students may not enroll in a course as dual credit until this list has been submitted to KCTCS.

Fall Semester

March 1 October 31 Spring Semester

October 1 March 29

CPE Snapshot Deadline

Priority Registration

GENERAL EDUCATION COURSES

List any courses that are not part of the AA/AS General Education Pathway you will be offering for dual credit in alphabetical order below.

KCTCS Course Prefix	Course Description	Reason for Adding?
BIO 150	Principles of Biology 1	KCTCS/SULLIVAN Pre Pharmacy
BIO 151	Principles of Biology Laboratory	KCTCS/SULLIVAN Pre Pharmacy
CHE 170	General College Chemistry 1	KCTCS/SULLIVAN Pre Pharmacy
CHE 175	General College Chemistry 1 Lab	KCTCS/SULLIVAN Pre Pharmacy
CHE 180	General College Chemistry II	KCTCS/SULLIVAN Pre Pharmacy
CHE 185	General College Chemistry II Lab	KCTCS/SULLIVAN Pre Pharmacy
ECO 202	Principles of Macroeconomics	KCTCS/SULLIVAN Pre Pharmacy
GEO 172	Human Geography	MOA w/ EKU & MSU
GEO 130	Earth's Physical Environment	MOA w/ EKU & MSU
GEO 152	Regional Geography of the World	MOA w/ EKU & MSU
GEO 251	Weather and Climate	MOA w/ EKU & MSU
GLY 101	Physical Geology	MOA w/ EKU & MSU
GLY 110	Environmental Geology	MOA w/ EKU & MSU
GLY 111	Physical Geology Laboratory	MOA w/ EKU & MSU
GLY 130	Dinosaurs and Disasters	MOA w/ EKU & MSU
GLY 140	Intro to Oceanography	MOA w/ EKU & MSU



Hazard Community and Technical College 2019/2020 Dual Credit Course Offerings

KCTCS Course Prefix	Course Description	Reason for Adding?
PHY 201	College Physics 1	KCTCS/Sullivan Pre Pharmacy
PHY 202	College Physics Laboratory	KCTCS/Sullivan PrePharmacy
PSY 223	Developmental Psychology	Academy Students AA/AS
REL 120	Introduction to the Old Testiment	Academy Students AA/AS
REL 121	Introduction to the New Testiment	Academy Students AA/AS
STA 220	Statistics	KCTCS/SULLIVAN Pre Pharmacy
SPA 101	Elementary Spanish 1	Foreign Language at HCTC
SPA 102	Elementary Spanish 2	Academy Students AA/AS

TECHNICAL EDUCATION COURSES

Please list courses in alphabetical order

KCTCS Course Prefix	Course Description	Pathway = ==================================
AHS 105	Introduction to Health occupations	Allied Health
AHS 115	Medical Terminology	Allied Health
ADX 120	Basic Automotive Electricity	Automotive/Diesel Technology
ADX 121	Basic Automotive Electricity Lab	Automotive/Diesel Technology
ADX 150	Engine Repair	Automotive Technology
ADX 151	Engine Repair Lab	Automotive Technology
AUT 110	Brake Systems	Automotive Technology
AUT 111	Brake Systems Lab	Automotive Technology
AUT 160	Steering and Suspension	Automotive Technology
AUT 161	Steering and Suspension Lab	Automotive Technology
AUT 290	Special Problems I Lab	Automotive Technology
AUT 291	Special Problems II Lab	Automotive Technology
BAS 120	Personal Finance	Business Administration
BAS 160	Introduction to Business	Business Administration
BAS 200	Small Business Management	Professional Studio Artist
BAS 267	Introduction to Business Law	Business Administration



KCTCS Course	Course Description	Pathway
Prefix BAS 282	Principles of Marketing	Business Administration
BRX 120	Basic Blueprint Reading	Construction Technology
CAR 126	Introduction to Construction	Construction Technology
CAR 127	Introduction to Construction Lab	Construction Technology
CAR 140	Surveying & Foundations	Construction Technology
CAR 141	Surveying & Foundations Lab	Construction Technology
CAR 190	Light Frame Construction I	Construction Technology
CAR 191	Light Frame construction I Lab	Construction Technology
CAN 191	Intro to Computer Aided Design	Computer Aided Drafting/Design
CAD 108	Introduction to Surveying	Computer Aided Drafting/Design
CHW 101	Communication for Health Worker	Community Health Worker
CHW 101	Organizational and Community Outreach	Community Health Worker
CHW 103	Advocacy	Community Health Worker
CHW 103	Health Coaching	Community Health Worker
CHW 105	Organization of Community Health Worker	Community Health Worker
CHW 106	Legal and Ethics for Community Health Worker	Community Health Worker
CIT 105	Introduction to Computers	Computer Information Technology
CIT 111	Computer Hardware and Software	Computer Information Technology
CIT 120	Computational Thinking	Computer Information Technology
CIT 130	Productivity Software	Computer Information Technology
CIT 149	Java I	Computer Information Technology
CIT 151	Social Media	Computer Information Technology
CIT 160	Intro to Networking Concepts	Computer Information Technology
	Security Fundamentals	Computer Information Technology
COS 109	Cosmetology I Theory	Cosmetology
COS 108	Cosmetology I Practical Application	Cosmetology
	CPR for healthcare professionals	Allied Health
CPR 100	Introduction to Criminal Justice	Criminal Justice
CRJ 100	Introduction to Criminal Justice Introduction to Corrections	Criminal Justice
CRJ 102		
CRJ 202	Issues & Ethics in Criminal Justice	Criminal Justice



KCTCS Course	Course Description	Pathway
Prefix		
CRJ 204	Criminal Investigations	Criminal Justice
CRJ 216	Criminal Law	Criminal Justice
CRJ 217	Criminal Procedures	Criminal Justice
DLC 101	Digital Literacy	Computer Information Technology
EDU 201	Intro to American Education	Teaching/Learning
EDP 202	Human Development and Learning	Teaching/Learning
EDP 203	Teaching Exceptional Learners in Regular Classrooms	Teaching/Learning
EET 154	Electrical Construction	Electrical Technology
EET 155	Electrical Construction Lab	Electrical Technology
ELT 110	Circuits I	Electrical Technology
ELT 114	Circuits II	Electrical Technology
EMS 105	Emergency Medical Technician	Paramedic/Allied Health
FRS 2061	Emergency Medical Technician	Fire Rescue Science
HMS 102	Drugs/Society/Human Behavior	Human Services
HSE 101	Introduction to Health Science	Allied Health
HST 102	Health Care Delivery and Management	Allied Health
HST 103	Health Care Communication	Allied Health
HST 104	Health Care Basic Skills 1 with Clinical	Allied Health
IET 1206	Hand and Power Tools	Industrial Education Technology
ISX 100	Industrial Safety	Electrical Technology
KHP 145	Concepts of Health and Fitness	Kinesiology and Health Promotion
KHP 230	Human Health and Wellness	Kinesiology and Health Promotion
MAT 116	Technical Mathematics	Business Administration
MIT 217	Medical Office Procedures	Medical Assisting
MUC 150	Class Instruction to Piano	Professional Studio Artist
MUS 174	Theory for Non-Music Majors	Online Audio Recording
MUS 174	Theory for Non Music Majors	Professional Studio Artist
NAA 100	Nursing Assistant I	Nursing
OST 105	Introduction to Information Systems	Office Systems Technology
OST 110	Document Formatting and Introduction to Word	Office systems Technology



KCTCS Course Prefix	Course Description	Pathway
PLW 130	Principles of Biomedical Sciences	Biomedical PLW
PLW 135	Principles of Human Body Systems	Biomedical PLW
PLW 140	Medical Interventions	Biomedical PLW
PLW 145	Biomedical Innovation	Biomedical PLW
PSA 240	Professional Artist Seminar	Professional Studio Artist
PSM 101	Bluegrass and Traditional Music History 1	Online Audio Recording
PSM 107	Songwriting 1	Online Audio Recording
PSM 112	Individual Stringed Instruction	Online Audio Recording
PSM 113	Guitar 1	Online Audio Recording
PSM 105	Recording 1	Online Audio Recording
PSM 125	Recording II	Online Audio Recording
PSM 235	Recording III	Professional Studio Artist
PSM 245	Recording IV	Online Audio Recording
PSM 114	Bluegrass & Traditional Band/Ensemble	Professional Studio Artist
PSM 117	Songwriting II	Professional Studio Artist
PSM 118	Bluegrass & Traditional Harmony/Part Singing	Professional Studio Artist
PSM 121	Bluegrass and Traditional Music History II	Professional Studio Artist
PSM 217	Songwriting III	Professional Studio Artist
PSM 227	Songwriting IV	Professional Studio Artist
PSM 231	Bluegrass and Traditional Music History III	Professional Studio Artist
PSM 241	Bluegrass and Traditional Music History IV	Professional Studio Artist
PSM 250	Field Experience/Production/Business	Professional Studio Artist
TLH 200	Telehealth Patient Care	Allied Health
UST 100	Intro to Unmanned Systems Technology	Unmanned Systems Technology
UST 105	Unmanned Systems Safety and Regulations	Unmanned Systems Technology
UST 107	Commercial Drone Operations	Unmanned Systems Technology
VCC 100	Introduction to Visual Communications	Visual Communications
VCC 105	Fundamentals of Typography	Visual Communications
VCC 106	Typography	Visual Communications
VCC 110	Graphic Design Concepts	Visual Communications



KCTCS Course Prefix	Course Description	Pathway
VCM 115	2-# Animation	Visual Communications
VCM 140	Digital Video	Visual Communications
WLD 110	Cutting Processes	Welding Technology
WLD 111	Cutting Processes Lab	Welding Technology
WLD 140	Gas Metal Arc Welding	Welding Technology
WLD 141	Gas Metal Arc Welding Lab	Welding Technology
WLD 151	Basic Welding A	Welding Technology
WLD 170	Blueprint for Welding	Welding Technology
WLD 171	Blueprint for Welding Lab	Welding Technology