

**2024-2025 Dual Credit
Memorandum of Agreement
between
Southcentral Kentucky Community and Technical College
and
Todd County Schools (Logan County Career and Technical Center)**

I. Purpose

Providing secondary students with 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 an 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.** The Dual Credit, Dual Credit Scholarship, 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.

It is up to Southcentral Kentucky Community and Technical College (SKYCTC) to determine the dual credit courses it will offer, as well as the location and/or the modality in which they are offered. Dual credit courses are SKYCTC cataloged 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 SKYCTC campus.

Dual credit courses offered by SKYCTC are listed on the college's Dual Credit Course list. New dual credit course requests should be sent via email to SKY-DualCredit@kctcs.edu and will be evaluated in collaboration with the Academic Dean. Course requests received after an academic term is in session will be considered for the following term. Students will only receive dual credit for courses included on the list. SKYCTC 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 in new course offerings. New technical courses require KHEAA's approval for the Work Ready Dual Credit Scholarship. Students are expected to pay the dual credit tuition if KHEAA determines the course is not eligible for the scholarship.

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 SKYCTC campus. SKYCTC 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. SKYCTC will provide numeric grades for SKYCTC courses. High school faculty credentialed as college faculty teaching dual credit courses are responsible for recording grades in Blackboard within two business days after the end date of the course.

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

Per Southern Association of Colleges and Schools Commission on Colleges policy, SKYCTC must maintain control over dual credit classes. This includes:

- Determining student eligibility for admission to dual credit courses
- Managing and overseeing the registration process
- Determining 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 appropriate syllabi, curriculum, and student learning outcomes are used
- Determining the textbook and learning resources for the dual credit class
- Providing the student the opportunity to evaluate the instructor

III. Professional Development for High School Instructors

High School instructors new to teaching dual credit are required to attend an orientation to learn about the dual credit program, academic policies, instructional information, email, BlackBoard, and other relevant information. Current instructors are expected to attend discipline-specific and other PD sessions as needed to stay current about school policies and the dual credit program.

IV. 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.

Textbooks, digital content, or eResources are required for most courses. Dual credit Professional Development costs for district faculty is the responsibility of the district. Parties responsible for covering all dual credit related expenses are indicated in the chart included in Appendix A.

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

The Kentucky Higher Education Assistance Authority (KHEAA) is the agency responsible for administering the Dual Credit Scholarship (DCS) program. Students are eligible to receive the DCS for two successfully completed dual credit courses in their junior and senior years. 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 I, E, and W are not considered successful completion. In the event that KCTCS must return 50% of the dual credit tuition rate for unsuccessful course completion, KCTCS cannot charge students to recover the cost of the returned tuition.

Indicate who is responsible for negotiated costs related to unsuccessful students:

College: Southcentral Kentucky Community & Technical College

Secondary Institution: _____

VI. Roles and Responsibilities

Per the Dual Credit policy, the high school will provide accommodations for students who enroll in courses at the high school according to the student's plan. For courses taken at the college, the high school must notify the college (heather.daffron@kctcs.edu) that students may be entitled to accommodations.

VII. FERPA

The requirements for high school and college students under the Family Educational Rights and Privacy Act (FERPA) of 1974 are different for college and high school students. Generally, college students need to give permission to release any information about their college record, including grades and course progress, to their parents and guardians. [College] will collect consent from dual credit students when they enroll in courses authorizing the college to provide the high school with their student records up until six months after the final enrollment in dual credit course work. Parents and guardians may review that information as part of the student’s high school record.

VIII. Approvals

Any additional negotiated items that do not conflict with the state MOU must be included in this MOA between [College] and [Local School District]. The contact and signatory person for negotiations and MOA is the college president/CEO.

The agreement should be signed by June 30, 2024, and is effective with signatures below for the 2024-2025 academic year. A copy of the executed MOA shall be submitted to the KCTCS Provost Office.

[Local School District Signature Authority
Local School District Signature Authority Title]

Date

Dr. Phil Neal, President/CEO
Southcentral Kentucky Community & Technical College

Date

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
Tuition (as set by set by KRS 164.786)	Yes (Waives tuition amount specified in KRS 164.786)	Yes, if applicable (when local scholarship/funding available)	Yes, if applicable (tuition beyond what is covered by state or local scholarship)
Buildsmart Student Fee (\$8 per credit hour for 2021-22)	Yes (Waives 100%)	No	No
Online Textbook/Digital Content Charge (approximately \$35 - \$150)	No	Yes, if applicable (when local scholarship/funding available)	Yes
Professional Development for Dual Credit Faculty	Yes (Provides at least one PD opportunity free of charge per school year)	Yes	No

DUAL DC CREDIT

GO2 COLLEGE IN HIGH SCHOOL

Southcentral Kentucky Community and Technical College 2024-25 Dual Credit and SEEK Course Offerings

This is the official dual credit course list for SKYCTC. Students can only receive dual credit for the general education courses listed on the AA/AS General Education Pathway and the additional general education and technical courses listed below. Students will not be able to enroll in a course for dual credit until the school district has signed the Dual Credit MOA.

SKYCTC is responsible for submitting this course list to the KCTCS System Office by the priority registration deadline for each semester; additional dual credit courses can be requested before August 12th for the Fall Semester and January 6th for the Spring Semester. ***Please note that courses to be taught at the secondary site (high school, ATC, CTC) are contingent upon instructor qualifications and SKYCTC Academic Division approval.***

	<u>Fall Semester</u>	<u>Spring Semester</u>
Priority Registration	March 1	October 1
Dual Credit Course Request	August 12	January 6
Deadline		

GENERAL EDUCATION COURSES

In addition to the core general education courses listed on the AA/AS General Education Pathway, the following courses are approved dual credit courses with SKYCTC.

KCTCS Course Prefix	Course Description	Reason for Adding?
ANT 101	Introduction to Anthropology	Joint Admission Agreement with WKU
AST 191/195	The Solar System with Lab	Joint Admission Agreement with WKU
BIO 150/151	Principles of Biology I and Lab	Joint Admission Agreement with WKU
BIO 152/153	Principles of Biology II and Lab	Joint Admission Agreement with WKU
BIO 225	Medical Microbiology	Required Course for Nursing Pathway
CHE 130	Intro General and Biological Chemistry	SKYCTC does not offer CHE 140/145
CHE 135	Intro General and Biological Chemistry Lab	SKYCTC does not offer CHE 140/145
CHE 170/175	General College Chemistry I/Lab	SKYCTC does not offer CHE 140/145

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Southcentral Kentucky Community and Technical College 2024-25 Dual Credit and SEEK Course Offerings

KCTCS Course Prefix	Course Description	Reason for Adding?
CHE 180/185	General College Chemistry II/Lab	Joint Admission Agreement with WKU
COM 254	Intercultural Communication	Joint Admission Agreement with WKU
ECO 150	Intro to Global Economics	Joint Admission Agreement with WKU
ECO 202	Principles of Macroeconomics	Joint Admission Agreement with WKU
FLK 276	Intro to Folk Studies	Joint Admission Agreement with WKU
GLY 110	Environmental Geology	WKU Transfer Pathway
HIS 120	The World at War, 1939-45	History Major
MAT 110	Applied Mathematics	Required for technical programs
MAT 116	Technical Mathematics	Required for technical programs
MAT 126	Technical Algebra and Trig	Required for technical programs
MAT 205	Math Elem/Middle School Teach I	Joint Admission Agreement with WKU
MAT 275	Calculus III	Joint Admission Agreement with WKU
MAT 285	Differential Equations	Joint Admission Agreement with UK
MUS 222	History and Sociology of Rock and Roll	Joint Admission Agreement with WKU
PHY 231/241	General University Physics I and Lab	Joint Admission Agreement with WKU
PHY 232/242	General University Physics II and Lab	Joint Admission Agreement with WKU
PSY 223	Developmental Psychology	Joint Admission Agreement with WKU
PSY 298	Abnormal Psychology	Joint Admission Agreement with WKU
REL 121	Intro to New Testament	Joint Admission Agreement with WKU
SED 101	Sign Language I	Joint Admission Agreement with WKU
SED 102	Sign Language II	Joint Admission Agreement with WKU

DUAL DC CREDIT

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Southcentral Kentucky Community and Technical College 2024-25 Dual Credit and SEEK Course Offerings

TECHNICAL EDUCATION COURSES

KCTCS Course Prefix	Course Description	Pathway	SEEK Eligible?
ACC 201	Financial Accounting	Business	Yes
ACC 202	Managerial Accounting	Business	Yes
ACR 100/101	Refrigeration Fundamentals	HVAC	Yes
ACR 102/103	HVAC Electricity	HVAC	Yes
ACR 130/131	Electrical Components with Lab	HVAC	Yes
ACR 170	Heat Load/Duct Design	HVAC	Yes
ACR 250/251	Cooling and Dehumidification with Lab	HVAC	Yes
ADX 120/121	Basic Automotive Electricity	Diesel Technology	Yes
ADX 170/171	Climate Control with Lab	Diesel Technology	Yes
ADX 260/261	Electrical Systems with Lab	Diesel Technology	Yes
AHS 115	Medical Terminology	Nursing; Allied Health	Yes
BAS 110	Worksheets in Business Applications	Business	Yes
BAS 120	Personal Finance	Business	Yes

DUAL DC CREDIT

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Southcentral Kentucky Community and Technical College 2024-25 Dual Credit and SEEK Course Offerings

KCTCS Course Prefix	Course Description	Pathway	SEEK Eligible?
BAS 160	Intro to Business	Business	Yes
BAS 170	Entrepreneurship	Business	Yes
BAS 212	Introduction to Financial Management	Business	Yes
BAS 260	Professional Development and Protocol	Business	Yes
BAS 267	Introduction to Business Law	Business	Yes
BAS 270	Business Employability Seminar	Business	Yes
BAS 274	Human Resource Management	Business	Yes
BAS 282	Principals of Marketing	Business	Yes
BAS 283	Principles of Management	Business	Yes
BAS 284	Applied Management Skills	Business	Yes
BAS 287	Supervisory Management	Business	Yes
BAS 288	Personal and Organizational Leadership	Business	Yes
BRX 120	Basic Blueprint Reading	Welding, IMT	Yes
CAD 100	Intro Computer Aided Design	Engineering	Yes
CAD 200	Intermediate Computer Aided Design	Engineering	Yes
CIT 105	Intro to Computers	CIT	Yes
CIT 111	Computer Hardware & Software	CIT	Yes
CIT 120	Computational Thinking	CIT	Yes
CIT 130	Productivity Software	CIT	Yes
CIT 140	JavaScript I	CIT	Yes
CIT 144	Python I	CIT	Yes
CIT 150	Internet Technologies	CIT	Yes

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Southcentral Kentucky Community and Technical College 2024-25 Dual Credit and SEEK Course Offerings

KCTCS Course Prefix	Course Description	Pathway	SEEK Eligible?
CIT 155	Web Page Development	CIT	Yes
CIT 157	Web Site Design and Production	CIT	Yes
CIT 160	Intro to Networking Concepts	CIT	Yes
CIT 161	Intro to Networking	CIT	Yes
CIT 167	Routing & Switching Essentials	CIT	Yes
CIT 170	Database Design Fundamentals	CIT	Yes
CIT 171	SQL I	CIT	Yes
CIT 180	Security Fundamentals	CIT	Yes
CIT 182	Perimeter Defense	CIT	Yes
CIT 184	Attacks and Exploits	CIT	Yes
CIT 209	Scaling Networks	CIT	Yes
CIT 212	Connecting Networks	CIT	Yes
CIT 217	UNIX/Linux Administration	CIT	Yes
CIT 232	Help Desk Operations	CIT	Yes
CIT 244	Python II	CIT	Yes
CIT 284	Computer Forensics	CIT	Yes
CMM 110	Fundamentals Machine Tools A	CMM	Yes
CMM 112	Fundamentals Machine Tools B	CMM	Yes
CMM 114	Fundamentals of Machine Tools	CMM	Yes
CMM 134	Manual Programming CAD/CAM/CNC	CMM	Yes
CRJ 100	Intro to Criminal Justice	Criminal Justice	Yes
CRJ 102	Introduction to Corrections	Criminal Justice	Yes
CRT 100	Introduction Collision Repair	Auto	Yes

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Southcentral Kentucky Community and Technical College 2024-25 Dual Credit and SEEK Course Offerings

KCTCS Course Prefix	Course Description	Pathway	SEEK Eligible?
CRT 130/131	Non-Struct Anlys Damage Repair with Lab	Auto	Yes
CRT 230/231	Structural Analysis & Lab	Auto	Yes
CRT 250/251	Mechanical Electrical Components & Lab	Auto	Yes
CUL 100	Intro to Culinary Arts	Culinary	Yes
CUL 125	Sanitation and Safety	Culinary	Yes
CUL 211	Basic Food Production	Culinary	Yes
DIT 110/111	Introduction to Diesel Engines	Diesel Technology	Yes
DIT 140/141	Hydraulics with Lab	Diesel Technology	Yes
DIT 150/151	Power Trains with Lab	Diesel Technology	Yes
DIT 180/181	Brakes with Lab	Diesel Technology	Yes
DIT 190/191	Electrical Systems for Diesel with Lab	Diesel Technology	Yes
EDP 202	Human Development and Learning	Education	Yes
EDU 201	Intro to American Education	Education	Yes
EDU 240	Elementary and Middle School Lit	Education	Yes
EDU 260U	Classroom Assessment	Education	Yes
EET 154/155	Electrical Construction I	Electrical	Yes
ELT 103	Intro to Engineering	Engineering	Yes
EET 250	National Electrical Code	Electrical, IMT	Yes
EET 270/271	Electrical Motor Controls I and Lab	Electrical, IMT	Yes
ELT 110	Circuits I	Electrical, IMT	Yes

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Southcentral Kentucky Community and Technical College 2024-25 Dual Credit and SEEK Course Offerings

KCTCS Course Prefix	Course Description	Pathway	SEEK Eligible?
ELT 114	Circuits II	Electrical, IMT	Yes
FPX 100/101	Fluid Power	IMT	Yes
FIR 101	Basic Firefighting I	Fire Science	Yes
FIR 102	Basic Firefighting II	Fire Science	Yes
FIR 103	Basic Firefighting III	Fire Science	Yes
FIR 104	Basic Firefighting IV	Fire Science	Yes
FIR 230	Emergency Medical Technician	EMT	Yes
IMT 100/101	Welding for Maintenance	IMT	Yes
IMT 110/111	IMT Electrical Principles	IMT	Yes
IMT 150/151	Maintaining Industrial Equip	IMT	Yes
MIT 217	Medical Office Procedures	MIT	Yes
MLT 101	Intro to the Clinical Lab	MLT	Yes
NAA 100	Nursing Assistant Skills I	Nursing	Yes
NFS 101	Human Nutrition and Wellness	Culinary	Yes
OST 110	Doc Formatting & Intro to Word Processing	MIT	Yes
OST 235	Business Communications Technology	Business	Yes
OST 275	Office Management	MIT	Yes
PHB 151/152	Phlebotomy for Healthcare Work	MLT	Yes
PLW 150	Digital Electronics	Engineering	Yes
SWK 124	Intro to Social Services	Social Work	Yes
SWK 269	Juvenile Delinquency	Social Work	Yes
WLD 100/101	Oxy-Fuel Systems	Welding	Yes

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WLD 110/111	Cutting Processes and Lab	Welding	Yes
WLD 120/121	Shielded Metal Arc Welding	Welding	Yes
WLD 130/131	Gas Tungsten Arc Welding	Welding	Yes
WLD 140/141	Gas Metal Arc Welding	Welding	Yes
WLD 170/171	Blueprint Reading for Welding	Welding	Yes