ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE

EARLY ADMISSION POLICY

KCTCS POLICY—Rules of the Senate 2013-2014

Section 1.1.2---Students currently enrolled in high school may be eligible for a waiver of condition of high school graduation. All KCTCS applicants shall submit an application for admission by the proper deadline. A KCTCS college may develop more specific criteria for admission of high school students and require additional information be submitted as part of the admission process.

ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE POLICY FOR STUDENTS CONCURRENTLY ENROLLED IN HIGH SCHOOL

DUAL ENROLLED STUDENTS

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. *A dual enrolled student is not a dual credit student.* A dual enrolled student is attending a KCTCS college on the college campus while simultaneously enrolled in a secondary institution. A dual enrolled student is responsible for the full tuition cost of the credit attempted.

STUDENTS WHO HAVE COMPLETED THEIR JUNIOR YEAR OF HIGH SCHOOL

Students enrolled in high school may be considered for admission to Elizabethtown Community and Technical College in accordance with KCTCS policies. In order for a student who is enrolled in high school to be considered for admission to the College, a high school student must:

- Be a high school junior or senior. Exceptions may be considered for freshman and sophomore high schools students if recommended by the secondary school faculty; approved by the Chief Academic Officer at the KCTCS college; and, the student has exhausted all academic avenues with the student's home district.
- Meet the requirements of the KCTCS Assessment and Placement policy.
- Complete a KCTCS application and a dual credit form to be enrolled as a KCTCS student in the course(s) in which the student wishes to receive dual credit.

- Written letters of recommendations from the high school guidance counselor and from a high school teacher from the subject area the student will take with ECTC or the principle of the school
- High school transcript to date of admission
- Participate in a dual credit course pursuant to this MOU and specified as part of an agreement between the local KCTCS college and the partner secondary school
- Satisfactorily complete the course with a "D" grade or higher. Credit is not awarded for failing grades and will not apply toward a credential in KCTCS.
- An interview with the Chief Student Affairs Officer or the College Admissions Committee may be required.

HOME SCHOOLED STUDENTS

Home-schooled students who have not completed high school but have completed their junior year academic requirements may be considered for admission to Elizabethtown Community and Technical College in accordance with KCTCS policies. In order for a student who is home schooled to be considered for admission to the College, a home schooled student must:

- Be a high school junior or senior. Exceptions may be considered for freshman and sophomore high schools students if recommended by the home school principal; approved by the Chief Academic Officer at the KCTCS college; and, the student has exhausted all academic avenues with the student's home school.
- Meet the requirements of the KCTCS Assessment and Placement policy.
- Complete a KCTCS application and a dual credit form to be enrolled as a KCTCS student in the course(s) in which the student wishes to receive dual credit.
- Written letters of recommendations from the high school guidance counselor and from a high school teacher from the subject area the student will take with ECTC or the principle of the school
- High school transcript to date of admission
- Participate in a dual credit course pursuant to this MOU and specified as part of an agreement between the local KCTCS college and the partner secondary school
- Satisfactorily complete the course with a "D" grade or higher. Credit is not awarded for failing grades and will not apply toward a credential in KCTCS.
- An interview with the Chief Student Affairs Officer or the College Admissions Committee may be required.

AWARDING OF DUAL CREDIT STUDENTS

- 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 award of college credit will be in compliance with appropriate accreditation standards for the KCTCS college.
- College credit awarded pursuant to this agreement will be applied to KCTCS program requirements in an applicable postsecondary program that the KCTCS college is approve to offer.
- Each local KCTCS college will permit qualified dual credit/dual enrolled students to enroll in a **maximum of 12 credit hours per academic year**. Exceptions above the 12 hour limit may be considered and approved by the <u>Chief Academic Officer</u> at the local KCTCS college based on the specific curriculum or program offered during the dual credit experience. In addition, exceptions may be allowed for dual credit students enrolled in Early or Middle Colleges.

Please refer to the KCTCS web page for a full explanation of the Dual Credit Memorandum of Understanding between the Kentucky Community and Technical College System, the Kentucky Department of Education and the Kentucky Office of Career and Technical Education. www.kctcs.edu

**Exception may be made for high school students enrolled in designated technical programs that are eligible for "Seek" funding (see below).

SEEK STUDENTS

The SEEK Program awards dual credit to high school students who are enrolled in the SEEK (Securing Educational Excellence in Kentucky)/occupational/technical programs at Elizabethtown Community and Technical College. The terms and conditions for the awarding of dual credit for specific occupational/technical courses are listed below in the ECTCS SEEK Policies and Guidelines on the ECTC web site www.elizabethtown.kctcs.edu

The Chief Academic Officer or Chief Student Affairs Officer or the College Admissions Committee must recommend any exception to these requirements to the President of the College.

It is the applicant's responsibility to see that the required materials (high school transcript, test scores and letters of recommendations) are submitted. A final decision on admission cannot be granted until they are received.

Questions concerning the admission of currently enrolled high school students should be directed to Dr. Dale Buckles at (270)-706-8431.