

# ACADEMIC CREDENTIALS AWARDED

## Associate in Arts (AA) and Associate in Science (AS)

Requirements	AA (2401015000)	AS (2401016000)
<b>General Education Core Requirements</b>		
Written Communications <sup>1</sup>	6 credit hours	6 credit hours
Oral Communications	3 credit hours	3 credit hours
Arts and Humanities - One course must be selected from Humanities and one course from Heritage.	6 credit hours	6 credit hours
Quantitative Reasoning	3 credit hours	6 credit hours
Natural Sciences - One science course must include a laboratory experience.	3 credit hours	6 credit hours
Social and Behavioral Sciences - Two disciplines must be represented and different from those in the Arts and Humanities category.	9 credit hours	6 credit hours
Quantitative Reasoning or Natural Sciences	3 credit hours	
<b>Subtotal General Education Core</b>	<b>33 credit hours</b>	<b>33 credit hours</b>
<b>Associate in Arts Requirements</b>	<b>6 credit hours</b>	
Six (6) credit hours must be selected from Arts and Humanities and/or Social and Behavioral Sciences and/or Oral Communications and/or Foreign Language. Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.		

**Associate in Science Requirements** **6 credit hours**

Six (6) credit hours must be selected from Quantitative Reasoning and/or Natural Sciences. Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.

<b>Electives - Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.</b>	<b>21 credit hours</b>	<b>21 credit hours</b>
<b>Total Credit Hours</b>	<b>60 credit hours</b>	<b>60 credit hours</b>

<sup>1</sup> Students who complete ENG 105 Writing: An Accelerated Course (3 credit hours) must take an additional 3 credit hours of General Education from any of the General Education categories.

## Degree Requirements

1. Completion of a minimum of 60 credit hours,
2. Minimum cumulative 2.0 GPA,
3. Minimum of 15 credit hours earned at the institution awarding the degree,
4. Cultural Competence course,
5. Demonstration of digital literacy, and
6. Completion of a college success course or equivalent.

Courses chosen to satisfy General Education requirements must be selected from an approved list which may be found in Academic Services - **General Education Requirements** (<https://catalog.kctcs.edu/academic-services/general-education-requirements/>).

A course used to fulfill one category cannot be used to fulfill another category.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

The General Education Transfer Policy is in place between all public colleges and universities in Kentucky, and the KCTCS policy regarding general education certification is outlined in the KCTCS Rules of the Senate, Section V 5.0.4.

## Associate in Fine Arts (AFA)

An Associate in Fine Arts (AFA) degree is designed to transfer into a Baccalaureate of Fine Arts (BFA) program at a four-year institution. It consists of a general education requirement of 24 credit hours, a fine arts core of 18 credit hours, and 18 additional credit hours of concentration for a 60 credit hour minimum.

Course	Title	Credits
<b>General Education Component</b>		
Written and Oral Communications <sup>1</sup>		9

Arts and Humanities - The course chosen to satisfy this requirement must be from a discipline other than the discipline in the Fine Arts Core and/or concentration.	3
Quantitative Reasoning	3
Natural Sciences - Must include a laboratory experience for general education certification in the Natural Sciences category.	3
Social and Behavioral Sciences	6
<b>Total General Education</b>	<b>24</b>
<b>Fine Arts Core Sub-total</b>	<b>18</b>
<b>Concentration Sub-total</b>	<b>18</b>
<b>Total Credits</b>	<b>60</b>

<sup>1</sup> Students who complete ENG 105 Writing: An Accelerated Course (3 credit hours) must take an additional 3 credit hours of General Education from any of the General Education categories to fulfill the remaining hours in the Written Communication portion of this requirement.

### Degree Requirements

1. Completion of minimum of 60 credit hours,
2. Minimum cumulative 2.0 GPA,
3. Minimum of 15 credit hours earned at the institution awarding the degree,
4. Cultural Competence course, and
5. Demonstration of digital literacy.

Courses chosen to satisfy General Education requirements must be selected from an approved list which may be found in Academic Services - **General Education Requirements**.

A course used to fulfill one category cannot be used to fulfill another category.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

### Associate in Applied Science (AAS)

Course	Title	Credits
<b>General Education Component</b>		
A student must complete a minimum of 15 credit hours to fulfill the general education requirement. General education credits must meet the following distribution:		
Quantitative Reasoning		3
Natural Sciences		3
Social/Behavioral Sciences		3
Heritage/Humanities		3
Written Communication		3
General Education Subtotal		15
The above are minimum general education requirements; additional hours may be required in specific program curricula.		
<b>Technical and Support Component</b>		
General Education and Technical and Support Components must be distributed so that programs do not exceed 68 credit hours.		
<b>Total Credits</b>		<b>60-68</b>

AAS degree programs should incorporate multiple exit points, i.e. awarding certificates and diplomas, when possible.

### Degree Requirements

1. Minimum cumulative GPA of 2.0,
2. Minimum of 25% of credit hours required for the degree must be earned at the institution awarding the degree, and
3. Demonstration of digital literacy.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

### Diploma

A diploma program is designed to prepare students for technical employment within a one to two-year period (36-60 credit hours). The total number of credit hours for the diploma must not exceed those required for a degree in the same program of study. A prescribed program of technical and general education courses is designed to prepare students for a specific job title. Diploma programs provide preparation for a specific occupation, credit toward an associate degree, and continued training opportunities for certificate program graduates. The diploma program contains general education courses emphasizing the skills identified in the SCANS (Secretary’s Commission on Achieving Necessary Skills) report that are critical to entry-level workforce success for persons prepared at the diploma level.

1. Diplomas will address appropriate general education competencies.
2. Diploma curricula will be approved through the KCTCS Curriculum process.
3. Diplomas will be applicable toward at least one associate degree. (Courses designated “Diploma Only” on the General Education list will not apply toward an Associate Degree)
4. General Education Requirement of 6 hours in Area 1 (Written/ Oral Communications, Humanities or Heritage) and Area 2 (Social Behavioral Sciences, Natural Sciences, or Quantitative Reasoning)

Course	Title	Credits
General education 6 credit hour requirement for diplomas in areas 1-2 as follows:		
Area 1: Written/Oral Communications, Humanities, or Heritage		3
Area 2: Social/Behavioral Sciences, Natural Sciences, or Quantitative Reasoning		3
Additional courses could be used for other areas in approved curricula for diplomas but may not meet general education transfer requirements.		
The above are minimum general education requirements; additional hours may be required in specific program curricula.		
<b>Technical &amp; Support</b>		
The Technical and Support requirements must include a work experience component of 1-12 credit hours.		30-54
<b>Total Credits</b>		<b>36-60</b>

Graduation requirements include

1. Minimum cumulative GPA of 2.0,
2. Demonstration of digital literacy, and
3. Minimum of 25% of diploma requirements must be earned at the institution awarding the diploma.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

## Certificate

The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills. Certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.

Requirements for a certificate are applicable to the requirements of a diploma or associate degree in the same or a related field of study. Requests for exceptions must include appropriate documentation to justify approval. Certificates may contain general education courses emphasizing the skills that are critical to entry-level workforce success for persons prepared at the certificate level and associated with the diploma or associate degree program.

Total Credit Hours 12 – 30

## Graduation Requirements

1. Students must achieve a grade point average of at least 2.0 in the courses required for the certificate and
2. Complete a minimum of 25% of certificate requirements at the institution awarding the certificate.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

## Continuing Education Certificate

Students shall be awarded a continuing education certificate when they have successfully completed a continuing education course or set of courses.

## Specialized Training

### Adult Agriculture

Short-term adult classes in agriculture are offered at selected sites. These classes are designed to help young and adult farmers, as well as individuals employed in agribusiness, keep up with the constantly changing technology in the field of agriculture. The program provides on-the-farm and on-the-job supervision year-round with organized instructional classes conducted in the late fall and winter.

Apprenticeship program registration is the responsibility of the Kentucky State Apprenticeship Council in cooperation with the United States Department of Labor, Bureau of Apprenticeship Training. Application must be made through an employer, a labor union or a joint apprenticeship committee. Verify with the KCTCS college that it provides the minimum 144 hours per year of supplemental related instruction required of the apprenticeship program. Additional information may be obtained by calling the Kentucky Apprenticeship Council or the United States Department of Labor, Bureau of Apprenticeship Training.

### Continuing Education Courses

Continuing education courses can be either credit or non-credit and are designed to meet the needs of the labor market and persons preparing to enter the workforce. They can also supplement knowledge and skills for initial employment or job advancement. They are developed to meet the lifelong learning needs of the general public by providing short-

term training, retraining, or upgrading of skills for employment or job advancement.

## Customized Industry Training

At the request of business and industry, Community and Economic Development Coordinators (CED) assist in the development and implementation of customized training for prospective and current employees. A specialized training agreement is developed that specifies the duties and responsibilities of the college and the company and may include the awarding of college credit. Contact the CED Coordinator at the local college.

## Fire/Rescue Training

The Fire Science Technology Program will prepare you for the challenges facing today's emergency responders. In the program you will learn the skills of fire suppression and prevention, technical rescue, hazardous materials, emergency medical care, and leadership. This program is beneficial whether you are seeking a career in emergency services (Fire, Rescue, EMS or Emergency Management) or if you are already involved in providing fire, rescue or EMS services in your community.

Students may enter the program with or without experience in emergency services. The degree, certificate, and diploma programs that are offered can help you in obtaining employment in various emergency service fields, or if you are already a firefighter, help you get that promotion you have been waiting for. Classes are offered through State Fire/Rescue Training and may be offered in various formats such as: Web courses, hybrid courses, and traditional classroom offerings. For more information regarding this program, contact your local State Fire/Rescue Training Area Office.

## Fire Rescue Training for Business, Industry and Municipal Government

State Fire Rescue Training provides a full range of Emergency Services Training for Business, Industry and Municipal Government entities. Contact the Fire Rescue office serving your area for more information about the training available to your facility.

## Emergency Medical Technician Certificate

Students in the Emergency Medical Technician program are instructed in the proper care of sick and injured patients. Students are trained to treat victims suffering from traumatic and medical emergencies such as broken bones, puncture wounds, cardiac, and respiratory emergencies, vehicle accidents and more. This course meets the standards set forth by the US Department of Transportation National Standard Curriculum for EMT-Basic and the Kentucky Board of Emergency Medical Services. Students that successfully complete the course and its requirements will be awarded a certificate for Emergency Medical Technician, and will be prepared to challenge the certification examination process set forth by the Kentucky Board of Emergency Medical Services.

## State Fire Rescue Training Coordinators and Contact Information

### Ashland Community & Technical College

Wes Gilliam, Coordinator  
99 Lake Park Drive  
Morehead, KY 40351  
(800#) 888-301-2946  
wes.gilliam@kctcs.edu

### Big Sandy Community & Technical College

Greg Gray, Coordinator  
116 Main Street  
Paintsville, KY 41240  
(800#) 888-302-8935  
greg.gray@kctcs.edu

**Bluegrass Community & Technical College**

Brian Steele, Coordinator  
110 Cleveland Drive  
Paris, KY 40361  
(859) 256-3596  
brian.steele@kctcs.edu (briansteele@kctcs.edu)

**Elizabethtown Community & Technical College**

John Gentry, Coordinator  
630 College Street Road  
Elizabethtown, KY 42701  
(800#) 888-234-7201  
john.gentry@kctcs.edu

**Gateway Community & Technical College**

Bill Birkle, Coordinator  
3025 Conrad Lane  
Burlington, KY 41005  
(859) 442-4134  
bill.birkle@kctcs.edu

**Hazard Community & Technical College**

Preston Hays, Coordinator  
45 Gorman Hollow Road  
Hazard, KY 41701  
(800#) 888-234-6759  
preston.hays@kctcs.edu (mark.hammond@kctcs.edu)

**Jefferson Community & Technical College**

Chris Gosnell, Coordinator  
11605 Fairmont Rd  
Louisville, KY 40291  
(800#) 888-306-8064  
chris.gosnell@kctcs.edu (mark.hammond@kctcs.edu)

**Madisonville Community College**

Pat Thompson, Coordinator  
4678 State Route 181 N  
Greenville, KY 42345  
(800#) 888-990-6772  
pat.thompson@kctcs.edu (jimmy.vancleve@kctcs.edu)

**Maysville Community & Technical College**

Wes Gilliam, Coordinator  
99 Lake Park Drive  
Morehead, KY 40351  
(800#) 888-301-2946  
wes.gilliam@kctcs.edu

**Owensboro Community & Technical College**

Jimmy VanCleve, Coordinator  
P. O. Box 700  
1300 HWY 136E  
Calhoun, KY 42327  
(800#) 888-306-8015  
jimmy.vancleve@kctcs.edu

**Somerset Community College/Laurel Campus**

Chantz McPeek, Coordinator  
189 Triplett Drive  
London, KY 40741  
(800#) 888-234-0100  
chantz.mcpeek@kctcs.edu

**Somerset Community College**

Josh Whitis, Coordinator  
109 New Haven Lane  
Somerset, KY 42503  
(606) 676-2711  
josh.whitis@kctcs.edu

**Southcentral Kentucky Community and Technical College**

John Weatherbee, Coordinator  
825 Morgantown Road  
Bowling Green, KY 42101  
(800#) 888-234-5760  
john.weatherbee@kctcs.edu

**West Kentucky Community & Technical College**

Pat Crane, Coordinator  
2001 Training Center Drive  
Princeton, KY 42445  
(800#) 888-306-7986  
pat.crane@kctcs.edu (pat.crane@ktcts.edu)

**Other Training Options**

In addition to full-time programs, KCTCS colleges provide short-term training courses to meet specific labor force needs and demands. Contact the local college for a list of short-term training programs and schedules.