MEMORANDUM OF AGREEMENT

JOINT ADMISSION/DUAL ENROLLMENT PROCESS

BETWEEN

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

AND

UNIVERSITY OF KENTUCKY

This memorandum of agreement defines the arrangements between the University of Kentucky (UK or University) and Bluegrass Community and Technical College (BCTC or College) to promote the successful undergraduate education of students who are admitted to and enrolled at both institutions. The parties are entering into this agreement to better serve students and to create a partnership of mutual benefit to both institutions. It is expected that this effort will increase public awareness of the benefits of a partnership between UK and BCTC. The following understandings will govern this effort from the date of signature until modified or amended.

1. Definitions

Home School: The higher education institution at which a student has declared his or her degree-seeking status.

Partner School: The higher education institution at which the student is enrolled in course work as a non-degree, or visiting, student.

UK courses: For the purposes of this Agreement, UK courses shall refer to those specific 100- and 200-level courses and all 300-level and above undergraduate courses offered at the University of Kentucky that are not also offered by Bluegrass Technical and Community College at one or more of its campuses.

AA/AS degree: The Associate in Arts or the Associate in Sciences degree offered at Bluegrass Community and Technical College.

UK students: Students admitted to and enrolled as degree-seeking at the University of Kentucky.

BCTC students: Students admitted to and enrolled as degree-seeking at Bluegrass Community and Technical College.
2. Purpose and Goals

UK and BCTC will cooperate to promote successful undergraduate educational experiences for students whose academic plans will involve enrollment at both institutions. This partnership will result in better service to students, more efficient and effective use of resources at both institutions, eliminate barriers for students in attaining their educational goals and will increase student success.

More specifically, the goals of this partnership are to make it possible for students to be jointly admitted to and enrolled at both institutions so that:

- BCTC students participating in the BCTCblue+ Program may take UK courses in their intended UK major and more seamlessly transfer to UK after achieving an AA or AS degree at BCTC; and,
- UK students identified as having developmental education needs can successfully address areas of academic deficiency in their first year of matriculation at UK under the terms of the UK Academic Readiness Program.

3. Recruitment and Admissions

Recruitment of students will be the responsibility of both institutions. As a condition of admission to the partner school, students will be required to agree that their student records from the home institution, in either paper or electronic format, may be shared between and available to the partner institution.

BCTC students participating in the BCTCblue+ Program

BCTC students who participate in the BCTCblue+ Program will receive significant academic and cultural benefits, including the ability to pursue, as a dual enrolled student, up to a total of twelve (12) credit hours of UK course work over three (3) semesters at the BCTC tuition rate plus fees associated with part-time study at UK. BCTC students participating in the BCTCblue+ Program will be admitted to UK as non-degree (visiting) students. Furthermore, UK will waive all admissions-related application fees for BCTCblue+ students.

A BCTC student participating in the BCTCblue+ Program will be considered full-time at BCTC if the student is concurrently enrolled in twelve (12) or more total credit hours at UK and BCTC. They will be eligible for all services afforded to full-time BCTC students.

UK First-Year Students Needing Developmental Education

In response to 13 KAR 2:020 on developmental education, UK has established an Academic Readiness Program to address the remediation needs of those full-time, first-year, degree-seeking UK students who have been identified as having one or more areas of academic deficiency. Students placed in the Academic Readiness Program whose area(s) of academic deficiency necessitates that they enroll in a developmental education course(s) offered only
through BCTC shall be required to apply for and be admitted to BCTC as a non-degree (visiting) student. The BCTC admission deadline for these UK first-year students will be three weeks before the first day of UK classes based on the University of Kentucky academic calendar. A joint application process, with admissions-related application fees waived, will be available for eligible students. After the last day to add a class, UK will provide BCTC with timely admissions and registration information on UK students who have enrolled in BCTC developmental classes associated with the Academic Readiness Program.

A UK student placed in the Academic Readiness Program will be considered full-time at the University of Kentucky if the student is concurrently enrolled in twelve (12) or more total credit hours at UK and BCTC. They will be eligible for all services afforded to full-time UK students.

4. Tuition and Fees

For a BCTCblue+ student, BCTC tuition and fees will be assessed for the BCTC portion of the student’s enrollment and UK tuition and fees will be assessed for the UK enrollment. Each institution shall independently determine the residency status (resident or non-resident) of a BCTCblue+ student related to the assessment of tuition and fees at the respective institution.

Using a fee-for-instruction agreement, UK will contract with BCTC to teach the developmental education course(s) prescribed by the UK Academic Readiness Program for those UK students whose placement testing identify a need for remediation. The fee-for-instruction agreement shall be reviewed annually and continued by mutual agreement of both parties.

5. Program Articulation, Advising and Payments

The management of the Joint Admissions/Dual Enrollment Process between the two institutions will be coordinated through the University Office of Admissions and the BCTC Office of Admissions. Problems relating to articulation, class content, and chronology of content or course scheduling will be resolved by the persons or offices designated by the Chief Academic Officer of each institution. The two institutions will assume joint responsibility for academic advising, including the training of academic advisors and the ongoing dissemination of information.

BCTCblue+ Program

Using the Course Applicability System (CAS) and other transfer guides, authorized staff persons at BCTC and UK will maintain the transfer equivalencies of BCTC and UK courses to help ensure the seamless transfer of students participating in the BCTCblue+ Program. The UK transfer advisor embedded in the BCTC Transfer Center will coordinate efforts to maintain the accuracy of transfer materials and ensure the timely dissemination of updated materials. In addition, the UK Office of Undergraduate Education will regularly assess the effectiveness of the BCTCblue+ Program, as it contributes to the successful transition of students from BCTC to UK and thereafter to their ability to earn a baccalaureate degree in a timely manner.

Academic Readiness Program
At least three weeks prior to the first day of UK classes each semester, the UK Office of Undergraduate Education will notify the BCTC Registrar of the number of developmental education courses and sections needed. The class schedule for these developmental education courses shall follow the University of Kentucky academic calendar. The courses shall meet in classrooms provided by UK on its campus or online as distance learning courses. BCTC will appoint and pay the instructors of these developmental courses.

The BCTC instructors shall provide timely information on appropriate textbooks/supplies to the University Bookstore. Academic guidelines and policies, including but not limited to policies on academic cheating, shall adhere to the standards established by the faculty of Bluegrass Community and Technical College and/or the Faculty Senate of the Kentucky Community and Technical College System. Course syllabi shall provide an accurate summary of those guidelines and policies and a reference to the source and location where definitive information on student academic affairs can be found. BCTC will provide any required disabilities counseling services particular to the developmental education courses to help retain students and enhance success. Adaptive technology needed in order to provide equal access to instruction will be provided by the University of Kentucky.

Midterm and final grades for the contracted BCTC developmental courses shall be entered in a timely manner into the BCTC student information system and shared electronically with UK, employing an electronic interface between the two student information systems.

On or before September 30th (fall term) and February 28th (spring term), and following the terms of the fee-for-instruction agreement in force for a given academic year, UK will pay BCTC the fee-for-instruction costs for the BCTC developmental education classes offered exclusively to UK students. Invoices for those targeted developmental education courses should be sufficient in detail for proper pre-audit and post-audit purposes.

6. Registration and Student Records

BCTC students participating in the BCTCblue+ Program will be eligible to participate in UK’s Priority (advanced) Registration with the same registration priority for UK classes as a comparable UK student.

UK Academic Readiness students will register for all courses, including any prescribed developmental education courses, through the regular registration processes at UK.

Jointly admitted students will be coded and tracked in the student information systems at both institutions. University Office of the Registrar and BCTC Office of the Registrar will be responsible for maintaining student records for jointly admitted students for coursework taken at the respective institutions.

BCTCblue+ students will be limited to a total of twelve (12) credit hours of UK course work at the BCTC tuition rate plus fees associated with part-time study at UK. Furthermore, UK may
restrict the maximum per-semester credit hours a BCTCblue+ student may take at UK while participating in the BCTCblue+ Program.

The institutions will work together to develop a secure, efficient process of electronic information/data interchange.

7. Financial Aid and Scholarships

Financial aid will be available for qualified students who are jointly admitted. Students will receive financial aid only through their home institution. Financial aid can be used to pay for courses taken at the partner school that are required for the degree at the home school. Students will obtain a consortium agreement from the home school and submit the agreement to the partner school. The partner school will complete the agreement and return the agreement to the home school. Applications for University and BCTC scholarships will be available to jointly admitted students. BCTC students participating in the BCTCblue+ Program who are enrolled in twelve or more credit hours of course work at BCTC in a given semester may not be eligible for additional financial aid to cover the cost of tuition and fees associated with concurrent course work at UK.

The Home School is responsible for:

- granting the degree;
- determining the student’s eligibility for and disbursing financial aid;
- monitoring the student’s ongoing eligibility for financial aid;
- establishing the procedures for calculating financial awards, disbursing financial aid, monitoring satisfactory progress and other student eligibility requirements, maintaining records, and recovering funds, if applicable or required, in the event the student withdraws from a class or school.

The Partner School is responsible for:

- notifying the home school of the student’s enrollment status;
- notifying the home school of the student’s midterm and final grades;

8. Student Grievances and Conduct

BCTC agrees that no complaint or grievance by a student solely against or solely involving the University and/or its administration, faculty, staff, services or facilities will be addressed through BCTC grievance procedures and all such complaints or grievances shall be referred to the appropriate University institutional process or grievance procedures. The University agrees that students will not be allowed to use UK grievance procedures to pursue complaints solely involving BCTC.
Students participating in the Joint Admissions/Dual Enrollment Process will comply with the conduct standards at both institutions. Authorized officials at BCTC and UK may each intervene in cases of misconduct, particularly when cases involve health and safety. Students found in violation of conduct codes may receive sanctions from each institution. Authorized officials at BCTC and UK reserve the option to decide that only one institution will process a case of misconduct. BCTC and UK will create a process for reporting to the other when the institution has undertaken student conduct actions.

9. **Marketing**

Promotional plans and materials will be subject to approval by each party.

10. **Student Services**

Students in the Joint Admission Program will have access to student services at both institutional parties. Fee-based student services will be available to jointly admitted students who have paid the requisite fees.

11. **Miscellaneous**

This agreement offers opportunities for more effective and efficient use of faculty, facilities, and support services by BCTC and UK. Faculty and staff will be encouraged to develop cooperative efforts related to the delivery of courses and support services.

This agreement shall be reviewed annually and amended upon mutual consent of the signors. This agreement does not create any rights in any third parties, specifically any students participating in the program. The only parties to this agreement are the University of Kentucky and Bluegrass Community and Technical College.

**SIGNATURES:**

Augusta A. Julian, President  
Bluegrass Community & Technical College

Lee T. Todd, Jr., President  
University of Kentucky