

West Kentucky Community and Technical College
West Kentucky College Academy
GO2COLLEGE IN HIGH SCHOOL

Student Name	KCTCS ID Number	High School

Each of the following stipulations must be met each semester to be eligible to continue enrollment in online courses through West Kentucky Community and Technical School.

- All expenses or fees are the responsibility of the student and parents, including books, above and beyond the Kentucky Dual Credit Scholarship.
- The student must maintain a minimum cumulative college of 3.0 GPA or higher. Failure to do so will result in withdrawal from future dual credit courses, a requirement set forth by West Kentucky College Academy.
- The grade you earn will be the grade you receive. Numeric grades and letter grades will be transferred to the high school transcript.
- If student fails a course, they cannot repeat course for dual credit. Tuition will be charged at full price if course is repeated. Failed courses could result in student unable to complete high school graduation requirements.
- College cumulative GPA and withdrawn courses will affect future KEES money, FAFSA, and scholarships.
- All courses must be approved by the guidance counselor before enrolling.
- The student will report progress in each course to the assigned high school faculty each week or as determined necessary. This includes students who take courses outside of the scheduled online class periods.
- It is the responsibility of the student to read and understand the course syllabus, class schedule, and all due dates. College calendars differ from high school calendars, you will be expected to complete assignments even if the high school is not in session; specifically, but not limited to, fall break and spring break.
- A WKCTC email will be created for each student. It is the student’s responsibility to check the email frequently. Passwords expire every 90 -120 days and student will be locked out of WKCTC accounts.
- WKCTC faculty may require the midterm and final exam to be proctored on the WKCTC campus. Other tests and quizzes must be taken at the high school with staff/faculty member present. It is the responsibility of the student to inform the high school designee of quiz/ test dates. If a test or quiz is taken at home, the course may be dropped from your high school schedule. If student is required to test at WKCTC, it is the student’s responsibility to receive approval from high school counselor, principal, or designee BEFORE scheduling test.
- Before course is dropped, student must contact high school counselor for approval. If course is dropped, after drop/add period, you will be responsible for tuition balance.
- The student should always bring other homework to class, especially if online work is current.
- Respect of other students who are working is essential. This includes, but is not limited to, moderate noise level at all times, but especially when others are testing.
- College course work and college faculty have different expectations. If you have difficulty, please contact the instructor immediately; plus copy your high school guidance counselor, proctor, and Lorry Beth Wilson – lorrybeth.wilson@kctcs.edu.

If you are enrolled in an online course, you are expected to follow the guidelines listed above.

Student Signature _____ Date _____

Parent Signature _____ Date _____

High School Representative _____ Date _____

Revised Fall 2017