MEMORANDUM OF AGREEMENT FOR SEEK PROGRAM CREDIT
Between
ELIZABETHTOWN COMMUNITY AND TECHNICAL COLLEGE
And

The purpose of this agreement is to set forth the terms and conditions for awarding 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.

Admission

1. Students must be in good standing at their local high school to be considered for admission to Elizabethtown Community and Technical College.

2. Prospective SEEK students must be classified as high school seniors to participate in the program.

3. Prospective students must complete an application and take the Compass test prior to April 1 for the upcoming fall semester. Students may provide ACT test scores to meet this requirement.

4. Prospective students are subject to Elizabethtown Community and Technical College's mandatory assessment and placement policy. Students must meet placement guidelines necessary to enroll in program required courses. SEEK students must have mathematics test scores that will allow them to complete the math requirement for their college program during their SEEK year.

5. Prospective SEEK students must present written letters of recommendation from the high school guidance counselor and from the principal of the high school to ECTC.

6. Prospective SEEK students must present a high school transcript to date for admission to the college (transcript will not be a completed high school transcript).

7. SEEK students must be enrolled in one of the following Diploma Programs:

Air Conditioning Technology
Heating, Ventilation & Air Conditioning Mechanic
Automotive Technology
Automotive Technician
Computer Aided Drafting
Computer Aided Drafting
Computerized Manufacturing & Machining
CNC Machinist
Machinist
Construction Technology
Construction Carpenter
Culinary Arts
Catering Personal Chef
Culinary Arts
Food & Beverage Management
Diesel Technology
Medium & Heavy Truck Technician
Electrical Engineering Technology
Communications
Computer Maintenance
Electronics Specialization
Instrumentation
Electrical Technology
Construction Electrician
Industrial Electrician
Industrial Maintenance Technology
Industrial Maintenance Technician
Plumbing Technology
Plumber Mechanic
Welding Technology
Combination Welder

8. Prospective SEEK students must make arrangements through the College's Welcome Center to visit the campus and desired program prior to registering for the program. During this campus visit, the prospective students will have an admissions interview by the Program Coordinator, or designated representative, of the program the student plans to pursue and may be asked to interview with the Dean of Student Affairs or the College Admissions Committee. The Program Coordinator and/or the Dean of Student Affairs of the College Admissions Committee must approve admission of the student.

9. The College reserves the right to limit the number of SEEK students admitted to technical programs pending availability of the program.

10. SEEK students should understand that after one year as a SEEK student prior to enrollment in Elizabethtown Community and Technical College after high school that they may have part-time schedules if they continue their training at Elizabethtown Community and Technical College; and, part-time status may affect future financial aid benefits as well as the students' health and automobile insurance coverage.

Registration

1. Students accepted for admission must register for classes each term at the prescribed time, date, and location.

2. SEEK students will enroll in four (4) classes each semester with a maximum of 16 credit hours per semester. At least two of these four courses will be a technical course that is required for the student's technical academic plan.

3. Students may choose from day or evening programs; however, they must meet high school English and Math requirements. High school English is offered during the day. A college-level math class will meet the high school fourth-year math requirement.

4. Elizabethtown Community and Technical College reserves the right to change and/or revise any program requirements. Courses may be substituted due to closure during the registration process.

Attendance

1. Students must report for all classes on the first day of each term and continue through the last day of each term according to the college's calendar.

2. During finals week, students will follow a modified schedule as designated for each course by the instructor.

3. Students will observe the college's calendar and course schedule. Students will be expected to follow the college's inclement weather schedule which is broadcast on local radio and television stations, will be put on the college's switchboard answering system and on the College's facebook page, and announced on the SNAP system.

4. Students' schedules will follow a collegiate scheduling model and may include a free period(s).

5. Students will be expected to maintain regular attendance to ensure academic success. Excessive tardiness or absenteeism may result in dismissal from the college.

6. The college will provide attendance reports on a weekly basis to the high school.

7. The high school will notify the Welcome Center at the College in a timely manner of approved high school activities so that the Center can disseminate this information to the students. Students will follow the attendance policy of each college instructor as stated in the instructor's course syllabus. Students should seek permission from the college faculty member in order to be excused from class for events at the high school. And if the college faculty member agrees, students are responsible for making up missed class work.

Academic Progress

1. Final grades for each course will be furnished to the student's email and to the high school counselor.

2. All grades will be based on Elizabethtown Community and Technical College's instructor's grading scale as stated in the instructor's syllabus.

3. Students will be expected to maintain satisfactory academic progress (2.0 grade point average) toward completion of their academic plan. Specific program academic guidelines and policies will be followed to determine satisfactory academic progress in the technical courses. Students must successfully complete nine (9) hours each semester to continue in the SEEK program.

Conduct

1. Students will be expected to conduct themselves in a mature, professional manner at all times and to obey all college rules and regulations. They will not be monitored during lunch and during other free periods.

2. Students who violate the KCTCS Code of Student Conduct will be returned immediately to their home high school.

3. Students who require disciplinary counseling from a college official more than twice for any reason (including attendance issues) will be returned to their home high school.

Tuition

1. Tuition for high school students will be waived.

Textbooks and Supplies

1. Elizabethtown Community and Technical College will not furnish necessary textbooks. Textbooks expenses will be provided by the local school district and/or the individual student.

2. Students are responsible for purchasing other consumable items.

3. Required lab supplies will be furnished by Elizabethtown Community and Technical College.

4. The student may be responsible for providing required professional liability insurance, safety and personal equipment such as safety glasses, safety gloves, uniforms, shoes, hair nets, etc.

Timeline

1. Student must make application and present test scores to their high school counselor prior to April 1.

2. High School counselors will provide ECTC with a list of prospective SEEK students, their test scores, recommendations and high school transcripts by April 15.

3. Prospective SEEK students will be notified by the College prior to April 30 to arrange a campus visit and interview with College personnel.

4. The College will notify students accepted and those not accepted to the SEEK program by May 15.

5. Accepted SEEK students will attend a new student orientation—along with their parents, prior to May 31.

6. Accepted SEEK students will register for classes prior to August 1.