



## College and Career Readiness

### Cuyahoga Community College Career Technical Education (CTE) Articulation Agreements for 2026 Career Tech Senior Students

Dear Career Tech Senior Students,

Below, you will find guidelines for the Cuyahoga Community College (Tri-C®) specific articulation agreements. Please note the specifics for grades and the requirements for completing and submitting an articulation agreement. All agreements can be submitted electronically or mailed as early as **March 1, 2026**. Please use fillable form.

#### **GUIDELINES**

- All 2026 senior CTE students can complete the agreement in class and have the CTPD email scanned copy of their specific Tri-C articulation agreement.
- Students must apply to Tri-C to receive an S#, please include your S# on your agreement. (*See application details below*).
- Please review eligibility requirements that are listed on the articulation agreement.
- Students planning to attend college in the fall and need credits processed during summer, should submit their articulation agreements no later than **May 31, 2026**. Agreements completed after this date will take longer than the typical two to three weeks to process. Agreements will be processed on a first-come, first-processed basis.
- The CTPD or instructors must sign and complete the program verification signatures.
- Students have one year from their graduation date to process CTE Articulation Agreements to receive college credit.

#### **Grading for 2026 Graduates**

High School Transcript Letter Grade	Points Awarded Toward Tech Prep GPA
A	4
B	3
C	2
D	1
F	0

#### **Example GPA Calculation:**

##### ***Same Evaluation***

Medical Professions 11th-grade semester 1: B

Medical Professions 11th-grade semester 2: A

Medical Professions 12th-grade semester 1: B

Medical Professions 12th-grade semester 2: B

Calculation:  $3+4+3+3=13$  (divide by four courses)  
3.25 GPA

#### **Processing Procedure and Timeline**

1. Students who need to complete a Tri-C articulation agreement outside of the classroom can request a copy via email. Please send an email to [careertech@tri-c.edu](mailto:careertech@tri-c.edu).
2. Submit the agreement to the Tri-C College and Career Readiness Office via email at [careertech@tri-c.edu](mailto:careertech@tri-c.edu) by **May 31, 2026**.
3. The Tri-C College and Career Readiness Office will send transcript requests from **April 1 – June 1, 2026**. Transcript requests are sent to the home school **only** for students who have completed an agreement. Students who submit agreements after **May 31<sup>st</sup>** will have transcript requests sent on a weekly basis starting **June 1<sup>st</sup>** and continuing as needed.
4. The Tri-C College and Career Readiness Office reviews student articulation agreements and official transcripts received from the home high school. The availability of high school transcripts varies depending on the school district. The Tri-C College and Career Readiness Office has no control over when the transcripts are available or received. To ensure cooperation, the Tri-C College and Career Readiness office will email each home school to verify who should receive transcript requests.
5. The student agreement and home high school transcript are reviewed for eligibility. After review, the student will receive an email informing them of the credit award or denial. Credit is posted to the students' Tri-C college transcript, unless credit is denied.
6. The awarded student is informed of the credits received and given instructions for using the credit at Tri-C or transferring the credit to another college or university via your S# Tri-C email address. It is the student's responsibility to follow the instructions in the email

to send their Tri-C transcript to the transferring institution. The receiving institution will determine how to accept or apply the credit. Students who are denied credit will be informed of the missing eligibility requirement and credit denial via your S# Tri-C email address.

### **General Instructions for Applying Online to Tri-C:**

**Step 1:** Go to [Tri-C.edu/apply](http://Tri-C.edu/apply). Create a “New Account/ Application” using your personal email address. Please do not use your high school or career center email address for this application. Please do not use your parents’ email address. If you do not have a personal email address, please create one before starting this application. Follow detailed instructions at [tri-c.edu/apply](http://tri-c.edu/apply).

**Step 2:** When you get to “Student Description Type” select “Degree Programs and Certificates”

**Step 3:** Continue the application and be sure to check the box that you are in the “Tech Prep” program.

**Step 4:** Save and Submit application.

### **Transfer Tri-C course credits:**

To transfer your Tri-C credits to another institution, you will need to request this online. There is a \$5.00 fee online for your transcripts to be sent from Tri-C to another institution electronically. It typically takes two business days and is delivered Federal Express. You can use this hyper link to follow the instructions to order online transcripts and to track the status of your order. Go to: [Tri-C How To Order Your Transcripts: Cleveland, Ohio](#) . You can also contact the Tri-C registrar office to confirm that your transcripts were sent. Please go to the [Tri-C Office of the Registrar: Cleveland, Ohio](#) for more information.

### **Resource Links – Transfer Credit Process:**

- [Tri-C High School to College Pathways: Cleveland, Ohio](#)
- [Tri-C Transfer Pathways: Cleveland, Ohio](#)

### **Contact List – Tri-C Students with Transfer Questions:**

HerBrina Shepherd, Transfer Specialist  
[herbrina.shepherd@tri-c.edu](mailto:herbrina.shepherd@tri-c.edu)  
216-987-3841

Submit additional questions to Brandi Baker at [Brandi.Baker@tri-c.edu](mailto:Brandi.Baker@tri-c.edu) or [careertech@tri-c.edu](mailto:careertech@tri-c.edu).