



BUSINESS

Effective Date 2019 & 2020 graduates

High School Tech Prep Articulation Agreement between North Coast Tech Prep Partnership & Cuyahoga Community College.

North Coast Tech Prep High Schools:

Bedford City Schools	Parma City Schools
Cuyahoga Valley Career Center	Polaris Career Center
East Cleveland School District	Polaris Satellite
Heights Consortium	WestShore Career & Technical
LakeShore Compact	Education District
Mayfield Excel TECC	

Leading to an Associate Degree at Cuyahoga Community College:

For the purpose of this agreement, a Tech Prep student is defined as a student who is enrolled in and completed the prescribed program of study for grades 9-12. This program of study has been identified and approved by high school and college administrators and business and industry representatives as a curriculum that provides the students with the academic and technical competencies that have been developed through a Career Field Technical Content Standards Review Process or similar procedure. This process ensures a seamless learning progression of technical and academic skills from high school through college.

<p>TO RECEIVE CREDIT A STUDENT MUST:</p> <ol style="list-style-type: none"> 1. Complete the approved Tech Prep program & graduate high school 2. Earn a 2.75 GPA in the approved Tech Prep program 3. Earn a 2.0 cumulative GPA in grades 9-12 4. Complete a Cuyahoga Community College application 5. Submit a completed articulation agreement to the Tech Prep office 6. Send an official, final high school transcript to the Tech Prep office 7. Steps 1-6 MUST be completed ONE YEAR from high school graduation 	<p>Completed paperwork needs to be sent to:</p> <p><i>Cuyahoga Community College Attn: Tech Prep, MCC 227 2900 Community College Ave. Cleveland, OH 44115</i></p>
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NO CREDIT WILL BE AWARDED UNTIL THE STUDENT MEETS ALL OF THE ABOVE CONDITIONS.

SPECIFIC COURSES FOR WHICH THE STUDENT IS ELIGIBLE TO RECEIVE CREDIT:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
BADM 1020	Introduction to Business	3
BT 1000	Keyboarding	2
BT 1201*	Word Processing I	3
BT 1700**	Business Spreadsheets	3
BT 2210***	Presentation Software	2
BT 2300 ****	Business Database Systems	3

**Students must submit a copy of the certification of 2016 MOS Core Word exam to the Tech Prep office to be awarded credit.*

***Students must submit a copy of the Core Excel MOS exam certificate 2016 to the Tech Prep office to be awarded credit.*

**** Students must submit a copy of MOS PowerPoint certificate 2016 to the Tech Prep office to be awarded credit.*



***Students must submit a copy of the MOS Access certification for 2016 to the Tech Prep office to be awarded credit.

A student who successfully meets the requirements of this agreement may receive the listed credit to apply toward the Associate Degree. The maximum Comparable Credit a student can receive is 30 semester credits, as stated in the Cuyahoga Community College Comparable Credit Policy. Ohio College Tech Prep credit is considered to be a form of comparable credit and will be awarded without cost to the student. *This agreement is subject to the Ohio Department of Higher Education’s development of Career and Technical Assurance Guides. Therefore, during the term of this Agreement, courses identified as matches by the Ohio Department of Education may not be eligible for credit through Tech Prep, but may be eligible credit through Career and Technical Assurance Guides.*

STUDENT: By signing below you are agreeing to the following statement:

I do hereby certify that, to the best of my knowledge, the information given on this articulation agreement is complete. Any misrepresentation may be cause for denial of articulated credit. I authorize each high school I have attended to release academic information to Cuyahoga Community College. In accordance with the Family Education Rights and Privacy Act (FERPA), by signing this document, I authorize Cuyahoga Community College to release academic information to high schools, career centers and other agencies.

HIGH SCHOOL TECH PREP PROGRAM NAME	HOME HIGH SCHOOL
STUDENT NAME (PRINT)	STUDENT SIGNATURE/ DATE
STUDENT HOME ADDRESS	CITY
	STATE
	ZIP
PROGRAM VERIFICATION SIGNATURE/ DATE	STUDENT TRI-C S#

TRI-C TECH PREP OFFICE USE ONLY

- AWARD CREDIT DENY CREDIT

Tech Prep verification signature 1

Tech Prep verification signature 2

Reason for credit denial

<input type="checkbox"/> DNG	Did not graduate
<input type="checkbox"/> NCG	Did not meet cumulative GPA
<input type="checkbox"/> NTG	Did not meet Tech Prep GPA
<input type="checkbox"/> DCP	Did not complete program
<input type="checkbox"/> DCR	Did not complete requirements during agreement period