



Cuyahoga Community College Tech Prep Articulation Agreements for 2023 Career Tech Senior Students

Dear Career Tech Senior students,

Below you will find guidelines for the Tri-C specific articulation agreements. Please note specifics for grades as well as the requirement about how to complete and submit an articulation agreement. All agreements can be sent electronically or mailed in for 2023 graduates by May 31, 2023.

GUIDELINES

- All 2023 senior CTE students with a current Tri-C S# can complete the agreement in class and have the CTPD email a scanned copy of their specific Tri-C articulation agreement.
- Eligibility requirements are listed on the articulation agreement. This has not changed.
- Please complete the agreement by May 31, 2023. Agreements completed after this date will take longer than the typical 2-3 weeks processing time. It is a first come first processed basis.
- Program verification signatures should be completed by the instructors or CTPD.
- Grading for 2023 graduates- see column below.

High School Transcript Letter grade	Points awarded towards Tech Prep GPA
A	4
B	3
C	2
D	1
F	0

Summer Processing Procedure & Timeline

1. Students who need to complete a Tri-C articulation agreement outside of the classroom can be emailed a copy to complete. The articulation agreement can be sent upon request by Eric Norris or Chante Hitchens starting the week of May 1, 2023.
2. Submit the agreement to the Tech Prep office through email by May 31, 2023.
3. June 1-6, 2023, the Tech Prep office will send transcript requests. Transcript requests are sent to the home school ONLY for students who have completed an agreement. *Students who submit agreements after May 31st will have transcript requests sent on a weekly basis starting June 7th and continuing as needed.*
4. Student agreements are reviewed once the home high school transcript is received by Tech Prep office. The availability of high school transcripts vary by school district. Tech Prep has no control over when the transcripts are available or received. Tech Prep will email each home school to verify the correct individual to send transcript requests so that everyone is working together.
5. Student agreement and home high school transcript are reviewed for eligibility. Credit is posted to students' Tri-C college transcript or credit is denied.
6. After review the student is sent an individual email informing of the credit award or denial.
Award- Student is informed of the award and given direction on how to use the credit while attending Tri-C and how to transfer credit to another university/college. It is the students' responsibility to follow the directions in the email to send the Tri-C transcript and the receiving institutions choice on how the credit can be accepted and or applied.
Denial- Student is informed of the missing eligibility requirement and credit denial.

Additional questions can be submitted to Eric Norris, eric.norris@tri-c.edu.