



Cuyahoga Community College Tech Prep Articulation Agreements for 2020 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 exceptions with grades that are pass/fail this year as well as the requirement about how to complete and submit an articulation agreement. The Tech Prep staff is NOT on campus. All agreements are electronic for 2020 graduates.

GUIDELINES

- All 2020 senior CTE students with a current Tri-C S# will be emailed the electronic copy of their specific Tri-C articulation agreement.
- Eligibility requirements are listed on the articulation agreement. This has not changed.
- All articulation agreements for 2020 must be completed through Adobe Sign.
- Adobe Sign will provide direction on how and what is required. Please follow the directions.
- Please complete the agreement by May 31, 2020. 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 will be completed by director Jamie Bollinger in lieu of instructors.
- Grading Exception for 2020 graduates- see column below.*

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

Summer Processing Procedure & Timeline

1. Students will be emailed Tri-C articulation agreements to complete through Adobe Sign. The email will be sent from Jamie Bollinger or Heather Schmuhl starting the week of May 18, 2020.

2. Submit agreement to the Tech Prep office by completing the Adobe Sign email by May 31, 2020.

3. June 1-5, 2020 the Tech Prep office will send transcript requests. Transcript requests are sent to the home school ONLY for students who have completed the Adobe Sign agreement.

Students who submit agreements after May 31st will have transcript requests sent on a weekly basis starting June 8th 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 did email each home school to verify the correct individual to send transcript requests to and 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 Jamie Bollinger, jamie.bollinger@tri-c.edu