



ARTICULATION AGREEMENT

BETWEEN TERRA STATE COMMUNITY COLLEGE AND VANGUARD-SENTINEL CAREER AND TECHNOLOGY CENTERS, ADULT EDUCATION DIVISION

This agreement is based on a joint discussion among the faculty and administration which included an evaluation of the applicable course content and instructional methodologies for the following program: This agreement with the Vanguard-Sentinel Career and Technology Centers, Adult Education Division in Fremont, Ohio is effective beginning with:

Office Administration

2019 graduates

The agreement shall remain in effect for 2 years until it is amended or terminated. Students participating in this program will be eligible to receive academic credit upon completion of the student eligibility and credit awarding requirements.

Students are eligible to receive Articulated Academic Credit for following TSCC Course(s):

<i>Terra Course Description(s)</i>	<i>Credit(s)</i>	<i>Evidence Needed</i>
1. OAD1150 Document Formatting I	3	Successful completion of the most current MOS Certification Exam
2. OAD1160 Document Formatting II	3	Successful completion of the most current MOS Certification Exam
3. OAD2230 Adv. Database	1	Successful completion of the most current MOS Certification Exam
4. OAD2240 Adv. Spreadsheets	1	Successful completion of the most current MOS Certification Exam
5. OAD2310 Adv. Word Processing	1	Successful completion of the most current MOS Certification Exam
6. OAD2330 Adv. Presentation Graphics	1	Successful completion of the most current MOS Certification Exam

Student Eligibility and Credit Awarding Requirements

Articulated Academic Credit:

- The student must have completed their Career Tech (CT) or Adult Education (AE) program with a grade of "B" or better.
- The student must enroll at Terra State Community College (TSCC) within 2 calendar years after having completed their CT or AE program.
- The student must have completed an application for admission to TSCC; this includes submission of their official high school transcripts to TSCC.
- The student must schedule an appointment with a TSCC Advisor to petition for the articulated academic credit. During this appointment the student must provide evidence (passport, portfolio, certifications, licenses, competency profile etc.) that shows they have successfully completed their CT or AE program and all of the TSCC requirements. In some cases the student may also be required to take an examination.
- The student must complete the next higher level TSCC course in their degree pathway. The course needs to be taken after the student graduates from their CT or AE program.
- Articulated academic credit will be added to the student's official TSCC transcript after completion of the next higher level course. A notation of "CR" will appear on the student's TSCC transcript next to those courses for which articulated credit has been accepted. Acceptance of credit by another institution is at the sole discretion of that institution. It is the student's responsibility to confirm whether credits earned at TSCC will be accepted by another institution.
- In the event that a TSCC course taken as part of the student's CT program during high school or AE program was not a prerequisite for another TSCC course, articulated academic credit will be awarded upon the student's completion of 3 semester credit hours at TSCC. The course taken to achieve the additional credit hours needs to be at the 1000 level or higher. The student must receive a "C" or better in the additional TSCC course. The additional credit hours need to be taken after the student graduates from their CT or AE program.
- All articulated academic credit is granted at the discretion of the Dean of the content area.

SAMPLE PROGRAM OF STUDY*

Vanguard-Sentinel Career and Technology Centers, Adult Education Division

Effective beginning with: 2019 graduates

Program: Office Administration

Terra State Community College Major:

Executive Office Administration, 2018-2019 catalog

Course #	Course Title	Credit	Notes
ACC 2330	Computerized Accounting	3	
MGT 1250	Leadership Development	3	
MGT 2200	Customer Service	3	
MGT 2670	Business Ethics	3	
OAD 1150	Document Formatting I	3	Articulated
OAD 1160	Document Formatting II	3	Articulated
OAD 1300	Office Procedures	3	
OAD 1400	Personal and Professional Development	3	
OAD 2151	Technical Office Skills	3	
OAD 2600	Integrated Office Applications	3	
OAD 2902	Executive Work Experience	2	
ACC 1100	Financial Accounting	4	
DLS 1090	Digital Literacy and Applications	3	
ENG 1050	College Composition I	3	
ENG 1900	Technical Writing for Business and Industry	3	
GEN 1000	First-Year Seminar	1	
MGT 1190	Management	3	
MTH 1500	Quantitative Reasoning	3	
OAD 2230	Advanced Database	1	Articulated
OAD 2240	Advanced Spreadsheets	1	Articulated
OAD 2330	Advanced Presentation Graphics	1	Articulated
SPE 2010	Effective Speaking	3	
Elective	Humanities	3	
Elective	Social Science	3	
Total Credit Hours in Major:		64	

Definitions:

Articulated College credit will be awarded for the course once the student completes the eligibility requirements at TSCC. The student will not need to enroll in the course as part of their major because the college and career center/high school have agreed that the student has acquired the information as part of their CT or AE program. A notation of "CR" will appear on the student's college transcript next to those courses for which articulated credit has been accepted.

CT2 Career Technical Credit Transfer, CTAG. Students who successfully complete specific CT or AE courses, programs, or end of course assessments are eligible to receive technical college credit as part of a state initiative. The student will not need to enroll in the course as part of their major because the state has established that the student has acquired the information as part of their CT or AE program. The CT or AE program the student has completed must be approved for the CT2 in order for the student to receive CT2 credit. For more information see the Ohio Board of Regents web site: Ohio Higher Ed-CT2.

*The indication of credit does not guarantee credit will be received. Always refer to the student eligibility and credit awarding requirements. Refer to the current college catalog for specific major/course requirements.

Student should bring their agreement with them when they register for classes at Terra.

Please call TSCC Admissions Office (419) 559-2349 or email admissions@terra.edu to schedule an appointment.

COPY

STATEMENT OF COMMITMENT FROM THE CAREER CENTER/HIGH SCHOOL:

We have read the proposed agreement and TSCC's Agreement and Articulated Credit Guidelines for Career Tech and Adult Education Programs and understand the requirements for students to be eligible for articulated credits. We agree to deliver the curriculum that has been aligned with the college course(s) listed on this agreement and our students will be assessed as agreed upon with TSCC.

DocuSigned by:
Rashel Schultz
7508F644DC1C43B...
Rashel Schultz, Instructor
Office Administration
Vanguard-Sentinel Career and Technology Centers,
Adult Education Division

DocuSigned by:
Rosemary Krieger
7E1E872198DD4AE...
Rosemary Krieger, Director
Vanguard-Sentinel Career and Technology Centers,
Adult Education Division

COLLEGE APPROVALS:

DocuSigned by:
Ann Sergent
4B209272F8354EC...
Ann Sergent, Dean
Business, Humanities and Career Technologies
Terra State Community College

DocuSigned by:
William Taylor
CE62257DEA9A453...
William Taylor
Interim Vice President for Academic Affairs
Terra State Community College

AGREEMENT CONTENT REVIEW:

Agreement content reviews may be done occasionally to ensure accuracy of an agreement. Agreement content reviews can only be done by Terra Division Deans. Only 2 agreement content reviews are authorized on an agreement; after that a formal review by the appropriate faculty is needed. If a change is noted during the content review a document revision must be done.

Name of Agreement being reviewed:

Office Administration program at Vanguard-Sentinel Career and Technology Centers, Adult Education Division

The content in this agreement has been reviewed and found to be accurate for use.

Name:

Division/Title:

Date Reviewed:

_____	_____	_____
_____	_____	_____



CAREER TECH AND ADULT EDUCATION PROGRAM ARTICULATION AGREEMENT AND ARTICULATED CREDIT GUIDELINES

PURPOSE:

To describe the methods used when implementing an articulation agreement, renewing and amending an articulation agreement and awarding articulated credit (alternative credit) to students who have participated in a Career Tech (CT) program through a career center or high school or an Adult Education (AE) program through a career center.

AGREEMENT PROCESS

Implementation:

The request for an articulation agreement may be initiated by the college, career center, high school or adult education program. A joint discussion among the faculty and administration from both institutions will convene to discuss interest and feasibility. If an agreement is deemed feasible, courses available, credit being awarded and terms and conditions will be documented in an articulation agreement for signatures from all interested parties. The new articulation agreement will be communicated to any additional interested parties as needed.

Renewal/Amend:

Articulation agreements will be periodically evaluated to ensure that they are accurate and are being effectively utilized. If an evaluation indicates that no revisions are needed, the area division Dean will sign-off on the Agreement Content Review sheet and the agreement will be renewed/left as is. If an evaluation indicates that revisions are needed the agreement will be amended through the implementation process. A request for an additional evaluation of an agreement may be initiated by the college, career center, high school or adult education program.

Termination:

Any institution that has signed an articulation agreement may terminate the agreement with or without cause. In the event of an agreement termination the terminating institution will notify the other institution of the termination. Students under the agreement enrolled at the college before the agreement termination shall continue to receive the benefits contemplated by said agreement.

STUDENT ELIGIBILITY AND CREDIT AWARDING REQUIREMENTS

Articulated Academic Credit:

1. The student must have completed their CT or AE program with a grade of "B" or better.
2. The student must enroll at Terra State Community College (TSCC) within 2 calendar years after having completed their CT or AE program.
3. The student must have completed an application for admission to TSCC; this includes submission of their official high school transcripts to TSCC.
4. The student must schedule an appointment with a TSCC Advisor to petition for the articulated academic credit. During this appointment the student must provide evidence (passport, portfolio, certifications, licenses, competency profile etc.) that shows they have successfully completed their CT or AE program and all of the TSCC requirements. In some cases the student may also be required to take an examination.
5. The student must complete the next higher level TSCC course in their degree pathway. The course needs to be taken after the student graduates from their CT or AE program.
6. Articulated academic credit will be added to the student's official transcript after completion of the next higher level course. A notation of "CR" will appear on the student's college transcript next to those courses for which articulated credit has been accepted.
7. In the event that a TSCC course taken as part of the student's CT program during high school or AE program was not a prerequisite for another TSCC course, articulated academic credit will be awarded upon the student's completion of 3 semester credit hours at TSCC. The course taken to achieve the additional credit hours needs to be at the 1000 level or higher. The student must receive a "C" or better in the additional TSCC course. The additional credit hours need to be taken after the student graduates from their CT or AE program.
8. All articulated academic credit is granted at the discretion of the Dean of the content area.

REFERENCE DOCUMENTS

Articulation Agreements
Petition for Credit form
TSCC Web Site