

Cuyahoga Community College Tech Prep Articulation Agreements for 2024 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 in for 2024 graduates by May 31, 2024.

GUIDELINES

- All 2024 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 have not changed and are listed on the articulation agreement.
- Complete the agreement by May 31, 2024. Agreements completed after this date will take longer than the typical two to three weeks to process. It is on a first-come, first-processed basis.
- The CTPD or instructors must complete the program verification signatures.

Grading for 2024 Graduates

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

Summer Processing Procedure and Timeline

1. Students who need to complete a Tri-C articulation agreement outside of the classroom will receive a copy via email. Eric Norris or Chante Hitchens can send the articulation agreement starting the week of May 1, 2024.
2. Submit the agreement to the Tech Prep office through email by May 31, 2024.
3. The Tech Prep office will send transcript requests from June 1 – 6, 2024. Transcript requests are sent to the home school **only** for students who have completed an agreement. *Students who submit agreements after May 31 will have transcript requests sent on a weekly basis starting June 7 and continuing as needed.*
4. **The Tech Prep office reviews student agreements once it receives the home high school transcript.** The availability of high school transcripts varies depending on the school district. Tech Prep has no control over when the transcripts are available or received. To ensure cooperation, Tech Prep 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. Credit is posted to the students' Tri-C college transcript, or credit is denied.
6. **After review, the student will receive an email informing them of the credit award or denial.**

Award: The student is informed of the award and given directions for using the credit at Tri-C or transferring the credit to another college or university. It is the student's responsibility to follow the directions in the email to send the Tri-C transcript, and the receiving institution will determine how to accept or apply the credit.

Denial: The student is informed of the missing eligibility requirement and credit denial.

Submit additional questions to Eric Norris at eric.norris@tri-c.edu or techprep@tri-c.edu.