



**ARTICULATION AGREEMENT
STARK COUNTY COLLEGE TECH PREP CONSORTIUM AND
STARK STATE COLLEGE
PART A**



Articulation is defined as the planned process with the educational system which facilitates the transition of students between the secondary and post-secondary levels of instruction and allows students to move with continuity and without hindrance through levels of the education process. (OBOR/SDOE Articulation Statement Draft, 1979)

In order for the students to receive college credit from the College Tech Prep program, the student must do the following:

- **Apply to Stark State College within one year of high school graduation**
- **Complete the college application**
- **Pay the application fee**
- **Submit a high school transcript**

Students who successfully complete the high school portion of the College Tech Prep program may receive a maximum of **12 advanced standing/articulated credits**. In addition, students may also be strongly encouraged to **test out of (free of charge)** identified courses (Each program varies, see part B)

It is the **student's** responsibility to obtain the Advanced Standing application form from one of the following entities:

- High school College Tech Prep teacher
- Guidance counselor
- Stark County College Tech Prep Office, Room B226-Business Building
- The Stark County College Tech Prep website, www.starkcountyttechprep.org

College credits awarded through the agreement will comprise part of the total credits required for an associate degree. A student who receives credit for a course without taking the course will not receive a grade to calculate into their college GPA for that course. Procedures to attain advanced standing/articulated credit are as follows:

- Completed articulation agreement in place at the time of high school graduation. This agreement will be reviewed every two years.
- Student's must earn a "B" or better in the high school course to receive articulated credit
- Student's **High School College Tech Prep Teacher** must initial next to course(s) for which students are eligible to receive articulated credit and/or test out.
- Student's **High School College Tech Prep Teacher** must submit Advanced Standing Application form to the **College Tech Prep Office**. (**Students are not permitted to handle the Advanced Standing Application once a College Tech Prep Teacher has signed the agreement**)
- Pass algebra II (or equivalent)
- Student must take 3 units of science, two of which are lab-based
- **Student must schedule interview with Business Division Dept. Chair -330-494-6170 x4340**
- **Student must bring a portfolio during interview session. Must include a transcript.**
- **Student must take at least one course at Stark State to receive articulated credit.**

- **Upon conclusion of the interview, the Dept. Chair will either award credit, or may request a proficiency test.**

Stark County College Tech Prep Consortium

(330) 494-6170 ext. 4302

Fax (330) 305-6600

Web site <http://www.starkcountyttechprep.org>



Stark State College
&
The Stark County College Tech Prep Consortium
Advanced Standing Application
Legal Assisting Technology
Legal Studies – GlenOak Career Center, Lake High School

Part B

Student: Please complete the upper portion of this application and forward it to your high school College Tech Prep teacher to complete the lower portion. Credit for advanced standing courses will be given at the end of the college semester. Please be sure Stark State College (SSC) has a copy of your final High School Transcript. Students must be enrolled in the technology to receive credit for course(s). NOTE: It is the student’s responsibility to ensure that all required forms, transcripts, etc. are on file by the date required at Stark State College of Technology.

Name: _____ Social Security Number _____

High School: _____ Date of Graduation: _____

Student’s Signature: _____ Date: _____

As part of the proposed articulation agreement, Stark State College seeks to provide those students possessing those skills and abilities the opportunities that can optimize their college experience.

Stark State College is offering the following courses (a maximum of 12 hours) as proficiency courses for our College Tech Prep Program. (The test out fee is waived for all CTP students)

Instructor: Please initial and indicate by marking an “X” in the box(s) for the course or courses you recommend this student be given credit for or for which you encourage proficiency testing. Student’s must earn at least a “B” to be given credit. Sign and return to

College Tech Prep Office
Stark State College
6200 Frank Avenue
North Canton, Ohio 44720

SSCT Course Number	Stark State Technical College (SSCT) Title	SSCT Credit Hours	Articulated credit
ACC121	Principles of Accounting I	4	
ACC130	Business Law and Ethics (TAG)	3	
AOT102	Computer Applications – Microsoft Word	1	
AOT104	Computer Applications – Microsoft PowerPoint	1	
AOT105	Computer Applications – Excel	1	
AOT106	Computer Applications – Microsoft Access	1	
AOT224	Legal Office Procedures	3	
BUS121	Business Administration	4	
BUS221	Microeconomics (TAG)	3	
BUS123	*Business Math	4	
ITD122	Computer Apps for Professionals	3	
AOT121	Keyboarding I/Formatting	3	
AOT130	Communication & Transcription Skills	3	
IRT131	Legal Terminology	3	
AOT235	Legal Research and Writing	3	
AOT127	Microsoft WORD	3	
COM121	Effective Speaking (TAG)	3	

*Neither Alg. I, Alg. II nor Geometry qualifies a student for college course/credit. Proficiency may be demonstrated through a portfolio

Test out based on COMPASS/ACT Scores

Instructor’s Approval: _____ Date: _____

Term Applied _____

Date Entered _____