



## ARTICULATION AGREEMENT

### BETWEEN TERRA STATE COMMUNITY COLLEGE AND VANGUARD TECH CENTER

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:

#### Business

This agreement with the Vanguard Tech Center in Fremont, Ohio is effective beginning with:

#### 2020 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. OAD2330 Adv. Presentation Graphics	1	Successful completion of the most current MOS Certification Exam*

\*See Terra State for details.

#### 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.

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**SAMPLE PROGRAM OF STUDY\***

Vanguard Tech Center

Effective beginning with: 2020 graduates

Program: Business

Terra State Community College Major:

Business Management, 2019-2020 catalog

Course #	Course Title	Credit	Notes
ACC1200	Managerial Accounting	4	
LAW2420	Business Law	3	
MGT1100	Management and Organizational Behavior	3	
MGT1210	Human Resource Management	4	
MGT1250	Leadership Development	3	
MGT2580	Management Applications	3	
MGT2670	Business Ethics	3	
MRT1301	Public Relations	3	
OAD2230	Advanced Database	1	Articulated
OAD2240	Advanced Spreadsheets	1	Articulated
OAD2330	Advanced Presentation Graphics	1	Articulated
BUS2900	Business Capstone	3	
ACC1100	Financial Accounting	4	
DLS1090	Digital Literacy and Applications	3	
ECO2020	Microeconomics	3	
ENG1050	College Composition I	3	
ENG1900	Technical Writing for Business and Industry	3	
GEN1000	First-Year Seminar	1	
MRT1010	Marketing	3	
SPE2200	Interpersonal Communication	3	
Elective	Humanities	3	
Elective	Mathematics	3	

**Total Credit Hours in Major: 61****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 Department of Higher Education web site: [www.ohiohighered.org/transfer/ct2](http://www.ohiohighered.org/transfer/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](mailto:admissions@terra.edu) to schedule an appointment.**

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**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:  
*Tina Gibson*  
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D171AF1EDD054E5...  
Tina Gibson, Instructor  
Business Management  
Vanguard Tech Center

DocuSigned by:  
*Dave Buening*  
-----  
B118D68FFB3244D...  
Dave Buening, Director  
Vanguard Tech Center

**COLLEGE APPROVALS:**

DocuSigned by:  
*Ann Sergent*  
-----  
4B269272F9354EC...  
Ann Sergent, Dean  
Liberal Arts and Business  
Terra State Community College

DocuSigned by:  
*William Taylor*  
-----  
CE62257DEA9A459...  
William Taylor  
Vice President for Academic Affairs  
Terra State Community College

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**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:

**Business program at Vanguard Tech Center**

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

Name:

Division/Title:

Date Reviewed:

_____	_____	_____
_____	_____	_____

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## 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

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