

Eligible for ____ credits

Date:

**Lakeland C.C. College Tech Prep
Articulation Agreement For
Business Management Technology
at
Auburn Career Center**

To be eligible for credit a student must:

1. The College Tech Prep Teacher must validate that the student met the requirements to receive articulated credits by **June 1** of the student's current graduation year by signing the back of this form along with the eligible student.
2. Complete and submit a Lakeland Community College Application. www.lakelandcc.edu/apply
3. Successfully complete an approved high school Tech Prep program with a GPA of B (3.0) or higher in Tech Prep courses.
4. Successfully complete Algebra II or equivalent
5. Submit an official final high school transcript to LCC no later than August 1 of graduation year.
6. Mail both this form and the high school transcript to: Tech Prep Office, 7700 Clocktower Drive, Room A-1043D Kirtland, Ohio 44094-5198.

No credit will be awarded until the student meets all of the above conditions within Two Years of graduation.

Specific courses for which the student may be eligible to receive credit:

Teacher Approval

| Specific courses for which the student may be eligible to receive credit: | Teacher Approval |
|---|--|
| BUSM 1300 | Introduction to Business 3 |
| ITIS 1007 | Principles of Information Technology and Computer Science 3 |
| ITIS 1510 | Microsoft Office Word 3 |
| ITIS 1520 | Microsoft Office Excel 3 |
| ITIS 1540 | Microsoft Office PowerPoint 2 |

May receive up to 14 articulation credits.

Students who successfully complete the Business Management Technology College Tech Prep program and meet the requirements listed in 1-5 above will receive articulation credits for the courses listed above which apply toward the Associate of Applied Business Degree. For specific program options, please visit www.lakelandcc.edu and click on Academics- Degrees & Certificates. Note that accumulation of articulated credit may impact federal financial aid. Check with your college or university for more information.

I do hereby certify that to the best of my knowledge the information given on this articulation agreement is complete, and that any misrepresentation may be cause for denial of articulated credit. I authorize each high school I have attended to release academic information to Lakeland Community College.

First Name _____

Last Name _____

Date of Birth _____

E-mail _____

Program Name _____

Home High School _____

Current Address _____

City, State, Zip _____

Student Signature/ Date

Teacher Signature/Date

LCC Office Use Only:

Tech Prep Official Credit Verification: A&R Verification

- Admission Application
- Official High School Transcript (graduation date posted)
- Appropriate Tech Prep Articulation Agreement attached
- "B" (3.0) or higher in Tech Prep Program
- Completion of Algebra II
- Completion of other articulation requirements (if applicable)
- Completion of college proficiency exams with passing grade (if applicable)
CTPC LCC/A&R Official