Bilateral Articulation Agreement
January 24, 2017

Between

Central Ohio Technical College   and   C-TEC Adult Education
Information Technology   Information Technology

This agreement, entered into for 2017-2019, is based on a review of the Adult Education Information Technology program of study at C-TEC and the Information Technology curriculum and syllabi at Central Ohio Technical College.

Purpose of Agreement
This agreement is designed
- To encourage students to pursue a postsecondary education,
- To reduce repetition of mastered competencies between Adult Education and postsecondary programs of study,
- To provide a smooth transition from Adult Education to postsecondary, and
- To reduce the cost of higher education for students and the state of Ohio.

Articulation agreements recognize a seamless curriculum pathway that starts in an Adult Education Program to an associate degree that leads to careers in related technical fields. This agreement enables C-TEC students who successfully complete the academic and technical competencies required for the Adult Education Information Technology program to receive college credit for certain courses in the Information Technology associate degree programs at Central Ohio Technical College.

Bilateral Articulation Agreement

Eligibility Criteria

Students seeking college credit through this bilateral articulation agreement must meet the following criteria/requirements:

- The student must have completed the Adult Education competencies (academic and technical) relevant to the Central Ohio Technical College courses, with a grade of A, B, or C.
- An application and subsequent matriculation to Information Technology at Central Ohio Technical College must occur within 3 years of the Adult Education completion date.
- The student must meet all college entrance, general admission and program specific requirements and complete the Accuplacer or ACT assessment.
- The student is responsible to inform college admissions personnel of his/her eligibility for articulated college credit and verify that appropriate documentation has been provided to the college by the Adult Education Center.

Adult Education Center Responsibilities

- Adult Education instructors are required to have the appropriate teaching credential as defined by the Ohio Department of Education.
- For the purpose of compliance with state, program or regional accreditation standards, Central Ohio Technical College reserves the right to review, validate and copy the credentials (e.g., college transcripts and resumes) of the instructors of articulated courses for external auditing purposes.
- The Adult Education instructor(s) will complete an *Instructor Recommendation Form* for each student upon completion which will be maintained in the student's adult education permanent file. An *Instructor Recommendation Form* must be submitted to the Records and Registration Office prior to receiving credit.
- The college and adult education center will develop methods of publicizing the agreement to encourage students to take advantage of seamless transitions and advanced placement opportunities.
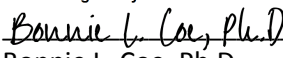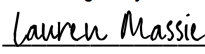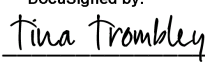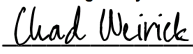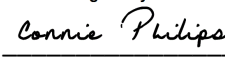
Awarding of Credit

- There will be no charge for college credit awarded through this agreement.
- Student eligibility for technical or related credit is primarily determined by adult education teachers evaluation based upon predetermined criteria set by the college. In certain cases, record of relevant student external certification, college proficiency testing, review of portfolios, or other forms of assessment may also be required.
- Placement in Central Ohio Technical College's courses is determined by the student's scores on the college's required placement test(s). Credit is available only for the technical courses specified on the attached list of articulated courses.
- Articulated courses are recorded on the student's permanent records after a student enrolls in and completes a non-articulated college credit at Central Ohio Technical College.

The administrators and faculty of the program at both levels pledge their commitment and support to continuing this relationship and to promoting these articulation opportunities to the students.

Bilateral Articulation Agreement

Articulation Agreement Signatures

C-TEC   **Central Ohio Technical College**

DocuSigned by:

Bonnie L. Coe, Ph.D   1/31/2017
Bonnie L. Coe, Ph.D.
President   Date

DocuSigned by: DocuSigned by:

Joyce L. Malainy, Ed.D.   2/14/2017   *Dr. Lauri White*   1/31/2017
Joyce Malainy   Lauri White, Ed. D.
Superintendent   Date   Vice President for Academic Affairs   Date

DocuSigned by: DocuSigned by:

Lauren Massie   2/6/2017   *Chad Weirick*   1/30/2017
Lauren Massie   Chad Weirick
Director   Date   Director of Academic Operations   Date

DocuSigned by: DocuSigned by:

Tina Trombley   2/6/2017   *Connie Philips*   1/27/2017
Tina Trombley   Connie Philips   Date
Coordinator   Date   Instructor

Distribution: Signees Above and others as determined by the signing partners.

Bilateral Articulation Agreement

Central Ohio Technical College

Courses Available for Bilateral Articulation

This agreement is in effect for students completing the Adult Education Information Technology Program at C-TEC starting the academic year 2017-2019, and enrolling in one of Central Ohio Technical College's Associate Degree Programs listed below. College matriculation must occur within 3 years of the Adult Education Program completion date.

Degree Program Options			
Information Technology			
Course Number	**Course Name**	**Hours**	**Notes**
CIT-111	Operating Systems & Security	2.0	
CIT-215	IT Project Management	3.0	
CIT-120	*PC Hardware: Troubleshooting & Maintenance—This course must be accessed through the CTAG process (see instructions below)*	3.0	
CIT-126	*Networking—This course must be accessed through the CTAG process (see instructions below)*	3.0	
CTAG Opportunity: Students in this pathway may have the opportunity to receive college credit through the CTAG system. Students must complete the: **Career-Technical Credit Transfer (CT)² Verification of Course/Program Completion** *form in order to receive CTAG credits.*			

Bilateral Articulation Agreement

Central Ohio Technical College

Instructor Recommendation Form
For
Agreement Between

Central Ohio Technical College   *C-TEC Adult Education*
Information Technology   **AND**   *Information Technology*

STUDENT INFORMATION

Name _____   Phone _____

Address _____   E-Mail _____

City & State _____   DOB __ _____

Zip _____

COTC Student ID #_____   Graduation Year _____

(If Applicable)

Notice to Adult Education Instructor

Instructor sign and date any course(s) for which the above named student **has performed at a level of an A, B, or C** and achieved state program competencies as determined by the Adult Education Information Technology Instructor for any single Central Ohio Technical College Course.   For those courses that the student did not achieve competence, enter **"Not Achieved"** in the signature area.

College Course Number and Course Name	Credits	Tech Prep Instructor Signature	Grade	Date
CIT-111 Operating Systems & Security	2.0			
CIT-215 IT Project Management	3.0			

SUBMIT THIS APPLICATION TO:
Gateway Records
Central Ohio Technical College
1179 University Drive, Newark, OH 43055
740-366-9494

CTAG Opportunity: Students in this pathway may have the opportunity to receive college credit through the CTAG system. Students must complete the: **Career-Technical Credit Transfer (CT)² Verification of Course/Program Completion** *form in order to receive CTAG credits.*

Bilateral Articulation Agreement