Bilateral Articulation Agreement  
July 10, 2014  

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

This agreement, entered into for 2014-2016, 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.
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 COMPASS or ACT assessment. The COMPASS assessment is available, free of charge, through the Central Region Tech Prep Center.
- 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.
Articulation Agreement Signatures

C-TEC

Joyce Malainey
Superintendent

7/29/2014

Kelly Wallace
Director

7/29/2014

Tina Trombley
Coordinator

7/23/2014

Central Ohio Technical College

Bonnie L. Coe, Ph.D.
President

7/14/2014

Mark A. Knutsen, Ed. D.
Chief Academic Officer

7/14/2014

Cindy Carbone
Division Dean

7/14/2014

Connie Philips
Instructor

7/14/2014

Distribution: Signees Above and others as determined by the signing partners.
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 2014-2016, 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-110</td>
<td>Operating Systems &amp; Security</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>CIT-215</td>
<td>IT Project Management</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>CIT-120</td>
<td>PC Hardware: Troubleshooting &amp; Maintenance—This course must be accessed through the CTAG process (see instructions below)</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>CIT-125</td>
<td>Networking—This course must be accessed through the CTAG process (see instructions below)</td>
<td>4.0</td>
<td></td>
</tr>
</tbody>
</table>

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.
Central Ohio Technical College

Instructor Recommendation Form
For
Agreement Between

Central Ohio Technical College
Information Technology

AND

C-TEC Adult Education
Information Technology

STUDENT INFORMATION

Name ______________________________________
Address ___________________________________
City & State _________________________________
Zip _____________________
Phone ___________ ______________
E-Mail _________________________
DOB _________________________
COTC Student ID #___________________
(If Applicable)
Graduation Year ________________

Notice to Adult Education Instructor

Instructor sign and date any course(s) for which the above named student has performed at a level of on 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.

<table>
<thead>
<tr>
<th>College Course Number and Course Name</th>
<th>Credits</th>
<th>Tech Prep Instructor Signature</th>
<th>Grade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT-110 Operating Systems &amp; Security</td>
<td>3.0</td>
<td></td>
<td></td>
<td></td>
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<td>CIT-215 IT Project Management</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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