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Central Region Ohio College Tech Prep
Providing Services for Programs of Study

CENTRAL OHIO TECHNICAL COLLEGE

Bilateral Articulation Agreement

April 18, 2017

Between

Central Ohio Technical College
Business Management Technology

and

Eastland-Fairfield Career Center
Cosmetology Program

This agreement, entered into for 2017-2019, is based on a review of the Cosmetology program of study at Eastland-Fairfield Career Center and the Business Management 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 secondary and postsecondary programs of study,
- To provide a smooth transition from secondary 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 high school to an associate degree that leads to careers in related technical fields. This agreement enables Eastland-Fairfield Career Center students who successfully complete the academic and technical competencies required for the Cosmetology program to receive college credit for certain courses in the Business Management Technology associate degree programs at Central Ohio Technical College.

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Eligibility Criteria

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

- The student must have completed the secondary Tech Prep 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 Business Management Technology at Central Ohio Technical College must occur within 3 years of the high school graduation 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 secondary school.

Secondary School Responsibilities

- Secondary 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 secondary instructor(s) will complete an *Instructor Recommendation Form* for each student upon completion which will be maintained in the student's secondary permanent file. An *Instructor Recommendation Form* must be submitted to the Records and Registration Office prior to receiving credit.
- The college and secondary school 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 high school 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 hour 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

Eastland-Fairfield CC

DocuSigned by:
Bonnie Hopkins
2BD0C5F74F794DF...
Bonnie Hopkins
Superintendent

4/21/2017
Date

DocuSigned by:
Caroline Davis
A286949141 8D47D...
Caroline Davis
Assistant Superintendent

4/21/2017
Date

Central Ohio Technical College

DocuSigned by:
Bonnie L. Coe, Ph.D
8FE1FADA0F2E423...
Bonnie L. Coe, Ph.D.
President

4/21/2017
Date

DocuSigned by:
Dr. Lauri White
7566C9D95C6F458...
Lauri White, Ed. D.
Vice President for Academic Affairs

4/20/2017
Date

DocuSigned by:
Cindy Nauer
340E80FE2BBD428...
Cindy Nauer
Program Director

4/19/2017
Date

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

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Central Ohio Technical College

Courses Available for Bilateral Articulation

This agreement is in effect for students graduating from the Cosmetology Program at Eastland-Fairfield 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 high school graduation date.

Degree Program Options			
Business Management Technology			
Course Number	**Course Name**	**Hours**	**Notes**
BUS-105	Introduction to Business	3.0	
	*Students who complete their high school career-tech cosmetology program and hold a Valid State of Ohio Cosmetology License, may have the opportunity to earn 30 credit hours towards an Associates of Technical Studies Degree at COTC. The License must be current, valid, and in good standing.		
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.***			

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Central Ohio Technical College

Instructor Recommendation Form
For
Agreement Between

Central Ohio Technical College		***Eastland-Fairfield CC***
Business Management Technology	**AND**	***Cosmetology Program***

STUDENT INFORMATION

Name _____ **Phone** _____
Address _____ **E-Mail** _____
City & State _____ **DOB** __ _____
Zip _____

COTC Student ID #_____ **Graduation Year** _____
(If Applicable)

Notice to Secondary or 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 Cosmetology 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
BUS-105	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.***