Docusign Envelope ID: 240DD765-72D8-82A8-8187-AC7B9F8C5EA6

Department of Education & Workforce
Career Pathway Support Networks
Central Region

CENTRAL OHIO TECHNICAL COLLEGE

Bilateral Articulation Agreement

May 5, 2026

Between

Central Ohio Technical College and C-TEC Computer Information Systems
Information Technology &
Digital Media Design Technology At Granville High School

This agreement, entered into for 2026-2028, is based on a review of the Computer Information Systems program of study at C-TEC located at Granville High School and the Information Technology and Digital Media Design 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 C-TEC at Granville High School students who successfully complete the academic and technical competencies required for the Computer Information Systems program to receive college credit for certain courses in the Digital Media Design Technology associate degree programs at Central Ohio Technical College.

Docusign Envelope ID: 240DD765-72D8-82A8-8187-AC7B9F8C5EA6

Eligibility Criteria

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

- The student must have completed the secondary Career-Tech 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 and Digital Media Design Technology Programs at Central Ohio Technical College must occur within 3 years of the high school graduation date.
- 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 college's official placement policy. 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

C-TEC		Central Ohio Technical College	
Signed by: Michelle M. Snow 45EBC012689744E6...	5/8/2026	Signed by: Gregory Ferenchak 808290ADA6EE4C5...	5/7/2026
Michelle M. Snow Superintendent	Date	Dr. Greg Ferenchak Provost	Date
DocuSigned by: Alyssa Johnston 894E4C4A91144F5...	5/8/2026	Signed by: Marcie Moore 3FC4C252BEB54BA...	5/7/2026
Alyssa Johnston Director of Satellite	Date	Marcie Moore, DM Dean of Technical Studies	Date
		Signed by: Timothy Goetz AF0630354864409...	5/7/2026
		Timothy Goetz Associate Dean of Technical Studies	Date

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

Docusign Envelope ID: 240DD765-72D8-82A8-8187-AC7B9F8C5EA6

Central Ohio Technical College

Courses Available for Bilateral Articulation

This agreement is in effect for students graduating from the Computer Information Systems Program at C-TEC at Granville High School starting the academic year 2026-2028, 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			
Information Technology/Digital Media Design Technology			
Course Number	**Course Name**	**Hours**	**Notes**
CIT-104	Principles of Computer Programming with AI	3.0	
BUS-156	Spreadsheet Applications	3.0	
DMD-120	Web Design and Development *Students in this program may be able to access this course through the CTAG process (see instructions below)*	3.0	
BUS-226	21st Century Workplace Skills	3.0	
CIT-120	PC Hardware: Troubleshooting and Maintenance	3.0	
CTAG Opportunity: Students in this pathway may have the opportunity to receive college credit through the CTAG system.			

Docusign Envelope ID: 240DD765-72D8-82A8-8187-AC7B9F8C5EA6

Central Ohio Technical College

Instructor Recommendation Form
For
Agreement Between

Central Ohio Technical College

Information Technology and Digital Media Design Technology

AND

C-TEC Computer Information Systems At Granville High School

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 Computer Information Systems 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	CTE Instructor Signature	Grade	Date
BUS-156	3.0			
CIT-104	3.0			
DMD-120	*3.0*	*Access through the CTAG process*		
BUS-226	3.0			
CIT-120	3.0	Access through the CTAG process		

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

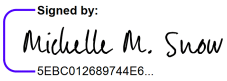
Certificate Of Completion

Envelope Id: 240DD765-72D8-82A8-8187-AC7B9F8C5EA6
Status: Completed
Subject: Complete with Docusign: C-TEC IT at Granville HS 2026-2028.pdf
Source Envelope:
Document Pages: 5
Signatures: 5
Envelope Originator:
Certificate Pages: 4
Initials: 0
Carrie Giles
AutoNav: Enabled
, OH 43219
EnvelopeId Stamping: Enabled
giles.58@mail.cotc.edu
Time Zone: (UTC-08:00) Pacific Time (US & Canada)
IP Address: 184.58.96.8

Record Tracking

Status: Original
5/5/2026 7:12:21 AM
Holder: Carrie Giles
giles.58@mail.cotc.edu
Location: DocuSign

Signer Events	Signature	Timestamp
Timothy Goetz goetz.152@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: Timothy Goetz AF0630354864409... Signature Adoption: Pre-selected Style Using IP Address: 2620:0:1a10:7764:30a0:173:deca:410c	Sent: 5/5/2026 7:15:14 AM Resent: 5/6/2026 7:09:18 AM Viewed: 5/7/2026 9:20:27 AM Signed: 5/7/2026 9:20:34 AM
Electronic Record and Signature Disclosure: Accepted: 5/7/2026 9:20:27 AM ID: 995b8238-4586-4c18-bead-fa2a78dc7e34		
Marcie Moore moore.5604@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: Marcie Moore 3FC4C252BEB54BA... Signature Adoption: Pre-selected Style Using IP Address: 2620:0:1a10:7722:9de5:2bd6:ee44:7c11	Sent: 5/7/2026 9:20:36 AM Viewed: 5/7/2026 9:22:10 AM Signed: 5/7/2026 9:22:37 AM
Electronic Record and Signature Disclosure: Accepted: 5/7/2026 9:22:10 AM ID: 9c498bee-8721-4fe6-91e7-0de14bf52e2b		
Gregory Ferenchak ferenchak.7@mail.cotc.edu Security Level: Email, Account Authentication (None)	Signed by: Gregory Ferenchak 808290ADA6EE4C5... Signature Adoption: Pre-selected Style Using IP Address: 2620:0:1a10:7764:2d39:120c:31de:6d2b	Sent: 5/7/2026 9:22:39 AM Viewed: 5/7/2026 9:26:45 AM Signed: 5/7/2026 9:26:50 AM
Electronic Record and Signature Disclosure: Accepted: 5/7/2026 9:26:45 AM ID: a08fa9cf-330d-4a6a-abdc-dd76224b784a		
Alyssa Johnston ajohnston@c-tec.edu Security Level: Email, Account Authentication (None)	DocuSigned by: Alyssa Johnston 894E42449114413... Signature Adoption: Pre-selected Style Using IP Address: 74.218.2.43	Sent: 5/7/2026 9:26:52 AM Viewed: 5/8/2026 11:02:03 AM Signed: 5/8/2026 11:02:08 AM
Electronic Record and Signature Disclosure:		

Signer Events	Signature	Timestamp
Accepted: 5/8/2026 11:02:03 AM ID: 0408556c-23c5-4b4f-8878-b1587992b2bb		
Michelle M. Snow msnow@c-tec.edu Superintendent Security Level: Email, Account Authentication (None)	Signed by:  5EBC012689744E6...	Sent: 5/8/2026 11:02:09 AM Viewed: 5/8/2026 1:35:00 PM Signed: 5/8/2026 1:35:06 PM
	Signature Adoption: Pre-selected Style Using IP Address: 208.108.139.68	
Electronic Record and Signature Disclosure: Accepted: 5/8/2026 1:35:00 PM ID: 489e0488-0a8a-4561-9251-f30106816ecc		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Andrew Reardon areardon@c-tec.edu Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 5/8/2026 1:35:07 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/5/2026 7:15:14 AM
Certified Delivered	Security Checked	5/8/2026 1:35:00 PM
Signing Complete	Security Checked	5/8/2026 1:35:06 PM
Completed	Security Checked	5/8/2026 1:35:07 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CENTER FOR ACHIEVEMENT (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CENTER FOR ACHIEVEMENT:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: giles.58@mail.cotc.edu

To advise CENTER FOR ACHIEVEMENT of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at giles.58@mail.cotc.edu and in the body of such request you must state: your previous

email address, your new email address. We do not require any other information from you to change your email address

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CENTER FOR ACHIEVEMENT

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to giles.58@mail.cotc.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CENTER FOR ACHIEVEMENT

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to giles.58@mail.cotc.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CENTER FOR ACHIEVEMENT as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CENTER FOR ACHIEVEMENT during the course of your relationship with CENTER FOR ACHIEVEMENT.