

Articulated Credit Student Checklist

Career Vocational Technical Education (CVTE/CTE)

Students, guidance offices, and parents/guardians of students, preparing to apply to and enroll at Cape Cod Community College can use this checklist to be certain that they will be receiving the course credits that they have earned by meeting all of the requirements under the Statewide or Independent/Local Articulation Agreements between their high school and Cape Cod Community College.

Name of Student: _____ **High School:** _____

- I am a Junior or Senior in an approved career and vocational high school program that is (name of program) _____ with an Articulation Agreement.
- I have a 3.0 ("B") Grade Point Average (GPA) in my vocational courses and a 2.5 ("C") GPA overall.
- I took the Accuplacer Test or ALEX PPL to ensure I am college ready or confirmed that I meet the GPA waiver for placement, so that I can register for the appropriate college courses.
- I met with my high school guidance counselor to review my eligibility for articulated college credit **prior to high school graduation**. My high school will document my eligibility for articulated credit for 4Cs. This could include any, or all, of the following:
 - A signed letter from my high school documenting eligibility for articulated credit.
 - A high school transcript that identifies I have met either the Statewide or Independent/Local Articulation Agreement with the program listed.
 - A spreadsheet from my high school that lists the students, including me, meeting requirements of the agreement in specified programs.
- I requested to send a final high school transcript to Cape Cod Community College by my high school guidance office and completed any forms the high school required.
- I applied to and accepted to Cape Cod Community College for a degree or certificate program that the articulated course(s) will apply.
- When I met, or when I do meet, with my 4Cs academic advisor, I told or will tell them I was eligible for articulated credit if it was not yet showing on my 4Cs academic record.
- I checked with Admissions to make sure my articulated credit information from my high school guidance office was received.
- I checked, or will check, with Student Records that credit is applied to my academic record if I had not received an email notifying me.
- I know this credit is only available within two years of high school graduation, with a few exceptions that may apply.