



**STARK STATE COLLEGE
ARTICULATION AGREEMENT PROCESS
Information Technology
Legal Management and Support
PART A**

Articulated Credit Criteria:

- Student must complete the entire Program of Study
- Student must earn a "B" or better in articulated course
- Student may have the "potential" to earn up to 12 Articulated Credit hours
- Student will earn a "cr" (credit) for the course – in lieu of a letter grade

Admission to Stark State College (SSC) - The student must:

- Complete the college application www.starkstate.edu/admissions
- Obtain Articulation Agreement from website at www.starkstate.edu/techprep
- Fill out student section of articulation agreement completely and sign
- Turn in to High School Program Teacher
- Submit a high school transcript to:
Academic Records
Stark State College
6200 Frank Avenue NW
North Canton, OH 44720
- Attend at least one class at SSC to receive credits (College Credit Plus/Postsecondary option apply)
- Apply for financial aid prior to start of semester
- **To receive credit student must schedule interview with**
 - Business & Entrepreneurial Studies Department by calling 330-494-6170 at X4340 for the following courses:

▪ ACC121 Principles of Accounting	
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 - Information Technologies Department by calling 330-494-6170 at X4997 for the following courses:

▪ AOT224 Legal Office Procedures	▪ IRT131 Legal Terminology
▪ AOT121 Keyboarding/Formatting	▪ AOT235 Legal Research and Writing
▪ AOT130 Communication & Transcription Skills	
- Bring a portfolio during interview session. Department Chair may request a proficiency test.

High School Program Teacher Must:

- Initial and mark an "X" in the appropriate box's of the course which students are receiving articulated credit(s) and/or test-out
- Assign grade to course(s)
- Mail the articulation agreement to Stark State College: Shelly A. McCombs
Stark State College
6200 Frank Avenue NW
North Canton, Ohio 44720
(Students not permitted to hand-carry)

SSC Department Chair/Designee

- Initial in appropriate box's of the course which students are receiving articulated credit based on interview or proficiency test.
- Return to Shelly McCombs for processing.

Transferability of Credit to Other Postsecondary Institutions:

- Complete Articulation Agreement-Student will have to take at least one course at SSC to transfer articulated credit. (College Credit Plus courses apply)

Agreements will be reviewed annually

For questions, please feel free to contact, Shelly McCombs at 330-494-6170 X4361 or email – Smccombs@starkstate.edu



Stark State College Articulation Agreement Information Technology Legal Management and Support Part B

<ul style="list-style-type: none"> • GlenOak High School – Legal Studies 	<ul style="list-style-type: none"> • Lake High School – Legal Studies
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Student: Please complete the upper portion of this application and forward it to your high school program teacher to complete the lower portion. Credit for advanced standing courses will be given at the end of the college semester. Please be sure Stark State College (SSC) has a copy of your final High School Transcript. The student must enroll in at least one course at SSC within one year of high school graduation to be eligible to receive articulated credit(s). The student must successfully complete the SSC course to receive articulated credit(s).

Please Print

Name: _____ High School: _____ Graduation Date: _____

Social Security Number ____ - ____ - ____ Stark State ID: _____ Phone _____

Student's Signature: _____ Date: _____

High School Program Teacher: Please initial and indicate by marking an "X" in the box(s) for the course or courses you recommend this student be given credit for or for which you encourage proficiency testing. Students must earn at least a "B" to be given credit. Student is only eligible to earn "up to 12 articulated credits." Sign and mail to:

**Shelly A. McCombs
Stark State College
6200 Frank Avenue NW
North Canton, Ohio 44720**

High School Program Teacher Initials	Stark State College (SSC) Course Number	Stark State College (SSC) Course Title	SSC Credit Hours	High School Grade	Portfolio Required for Credit
	ACC121	Principles of Accounting	3		
	AOT224	Legal Office Procedures	3		
	AOT121	Keyboarding/Formatting	3		
	AOT130	Communication & Transcription Skills	3		
	IRT131	Legal Terminology	3		
	AOT235	Legal Research and Writing	3		

**Neither Alg. I, Alg. II nor Geometry qualifies a student for college course/credit. Proficiency may be demonstrated through a Portfolio Test out based on COMPASS/ACT Scores.*

High School Program Teacher's Approval: _____ **Date:** _____

Term Applied _____ Date Entered _____