



## CAPE COD COMMUNITY COLLEGE

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### STATEWIDE ARTICULATED CREDIT PROCESS

Procedure for Inclusion of Credit on Community College Transcripts Received through the Community College Statewide Articulation Agreement:

1. High schools with Chapter 74-approved vocational technical education programs will list articulated credit on the transcripts of “eligible” students. The transcript should include the following statement:  
*“This Student Meets the Requirements for Receiving Credit through the Statewide Community Colleges Articulation Agreement in (list Program).”*
2. The high schools will include a letter on official stationery attached to the transcript of the student applying to a community college indicating the student meets the criteria for the Statewide Community College Articulation Agreement in (list Program).
3. If an eligible student submits his/her transcript with the admissions application, they should include the letter indicating they are eligible for articulated credit. (Note: Guidance counselors and technical instructors will advise students of this.)
4. Community college Admissions Staff receives information from student that they meet the requirements to receive college credit under the Statewide Articulation Agreement in (list program). Admissions will notify the students in the Admissions Acceptance packet that they will receive (list amount of credit) agreed upon within the Statewide Agreement for the particular Community College. This can be done right in the Acceptance Letter, or a separate letter or form in the Acceptance Packet.
5. College Registrar applies credit to the student’s college transcript upon student enrolling in the college. The student does not need to do anything additional for credit inclusion on the college transcript, since it is already listed on the high school transcript.
6. Information on the Statewide Articulation Agreement(s) will be included in all community college catalogs (online and print versions).
7. The Community College Executive Office will provide information on additional statewide articulation agreements annually to presidents, chief academic officers and chief enrollment officers.