Ohio College **Tech Prep**
Building Quality Career Pathways
LAKELAND COMMUNITY COLLEGE

Eligible for ____ credits
Date:

Lakeland C.C. College Tech Prep
Bilateral Agreement For

Business Academy
at
Northern Career Center
(Mayfield Excel TECC)

To be eligible for credit a student must:

1. The College Tech Prep Teacher must validate that the student met the requirements to receive bilateral credits by **June 1** of the student's current graduation year by signing the back of this form along with the eligible student.
2. Complete and submit a Lakeland Community College Application. *www.lakelandcc.edu/apply*
3. Successfully complete an approved high school Tech Prep program with a GPA of 2.75 or higher in Tech Prep courses.
4. Submit an official final high school transcript to LCC no later than August 1 of graduation year.
5. Mail both this form and the high school transcript to: Tech Prep Office, 7700 Clocktower Drive, Room A-1043D Kirtland, Ohio 44094-5198.

No credit will be awarded until the student meets all of the above conditions within Two Years of graduation.

Specific courses for which the student may be eligible to receive credit:

		Teacher Approval
BUSM 1300	Introduction to Business	3
ITIS 1005	Computer Essentials	3

May receive up to 6 bilateral credits.

Students who successfully complete the Business Academy College Tech Prep program and meet the requirements listed in 1-5 above will receive bilateral credits for courses listed above which apply toward the Associate of Applied Business Degree. For specific program options, please visit www.lakelandcc.edu and click on Academics- Degrees & Certificates. Note that accumulation of bilateral credit may impact federal financial aid. Check with your college or university for more information. Note that credit is only guaranteed if the student attends Lakeland.

I do hereby certify that to the best of my knowledge the information given on this bilateral agreement is complete, and that any misrepresentation may be cause for denial of bilateral credit. I authorize each high school I have attended to release academic information to Lakeland Community College.

First Name _____

Last Name _____

Date of Birth _____

E-mail _____

Program Name _____

Home High School _____

Current Address _____

City, State, Zip _____

_____

Student Signature/Date

_____

Teacher Signature/Date

LCC Office Use Only:

Tech Prep Official Credit Verification: A&R Verification

□ Admission Application
□ Official High School Transcript (graduation date posted)
□ Appropriate Tech Prep Bilateral Agreement attached
□ "B" (3.0) or higher in Tech Prep Program
□ Completion of Algebra II
□ Completion of other bilateral requirements (if applicable) □
□ Completion of college proficiency exams with passing grade (if applicable)

CTPC LCC/A&R Official