

# NORTHAMPTON COMMUNITY COLLEGE

## Student Request for Articulated Advanced College Credit

<input type="checkbox"/>	I have completed the _____ at _____
<input type="checkbox"/>	I am applying to NCC. <input type="checkbox"/> I have made arrangements for housing on campus if applicable.
<input type="checkbox"/>	I give permission to _____ to release relevant information, which will be used to facilitate the post-secondary admission process, award of earned Advanced College Credit, and for student record-keeping and reporting purposes requested by the Pennsylvania Department of Education.

### Part I

The purpose of this High School Local Articulation Agreement is to facilitate a smooth transition for students from the secondary level to Northampton Community College, based on the achievement of specified competencies. Advanced College Credit will be granted under the terms of the Agreement and based on the following guidelines:

1. All matriculating students shall meet the prerequisites of the program of study at NCC, achieve the school district's academic standards, and apply through the regular admissions process.
2. Students who complete the requirements for Advanced College Credit will be awarded credit for the course at NCC and will apply toward completion of the NCC program.
3. An articulating student must meet the specified competencies and utilize the Agreement **within two years** following graduation from high school.
4. A review of this High School Articulation Agreement will be completed every year by NCC and the participating high school/CTC.

### Part II INSTRUCTOR COMPLETES THIS PORTION FOR THE STUDENT:

Please refer to specific course(s) passed and/or certification(s) earned to align with competencies of courses in the NCC program to be awarded Advanced College Credit. Summarize by listing below:

HS CIP	Northampton Community College Articulation Agreement in NCC CIP			
Content Areas Articulated with NCC	Grade	Course Number	Course Title	College Credits

# NORTHAMPTON

## COMMUNITY COLLEGE

### Student Request for Articulated Advanced College Credit

Content Areas Articulated with NCC	Grade	Course Number	Course Title	College Credits
				<b>Total Credits</b>

INSTRUCTOR RECOMMENDATION: \_\_\_\_\_ Date: \_\_\_\_\_

I have considered carefully the academic, technical, and occupational skills which this student has demonstrated and the mastery required to enable this student to excel in this career path, and recommend he/she be awarded the following Advanced College Credit at Northampton Community College (documentation may be required):

Education or skills certificates	Yes	No
This student is a Program of Study Completer		
PA recommended NOCTI test taken or Approved Certification earned		
PA Skills Certificate earned		

HIGH SCHOOL INSTRUCTOR NAME: \_\_\_\_\_

HIGH SCHOOL INSTRUCTOR, SIGNATURE: \_\_\_\_\_

**Part III** The following student has satisfactorily completed the necessary requirements for receiving Advanced College Credit at Northampton Community College for the identified course:

#### STUDENT COMPLETES THIS PORTION

Student Name: First \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Certification(s) if any, please list: \_\_\_\_\_

High School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

NCC Program Major: \_\_\_\_\_ CIP # \_\_\_\_\_

Secondary Program of Study Completer	<input type="checkbox"/> Yes, I've satisfactorily completed the Advanced Academic and Technical Courses identified in  <b>CIP# :</b> _____
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NCC Student ID (if already admitted): \_\_\_\_\_ Student Signature: \_\_\_\_\_

# **NORTHAMPTON** COMMUNITY COLLEGE

## **Student Request for Articulated Advanced College Credit**

### **Student's Responsibilities**

- a) Apply to Northampton Community College at [www.northampton.edu/admissions/index.html](http://www.northampton.edu/admissions/index.html)
- b) Send any PA Skills Certificates and an official high school transcript directly to [transcripts@northampton.edu](mailto:transcripts@northampton.edu) or directly by mail to Northampton Community College, Attn: Records Office, 3835 Green Pond Road, Bethlehem, PA 18020-7599.
- c) Complete the Student Request for Articulated Advanced College Credit form as instructed by your high school teacher. Please be sure all information is completed accurately. Completed form should be emailed to [mmcilmayne@northampton.edu](mailto:mmcilmayne@northampton.edu), mailed or delivered in person to Ms. Megan A. McIlvaine, Assistant Dean - Prior Learning Assessment - College Center 201, 3835 Green Pond Road, Bethlehem, PA 18020-7599
- d) Register for NCC's Freshman Orientation at <https://www.northampton.edu/admissions/orientation.html>.
- e) Your NCC advisor will contact you to discuss your educational and career goals, the applicability of the technical courses to your program of study, and help you register for classes. More information can be found here: <https://www.northampton.edu/education-and-training/academic-advising/>

### **Secondary High School / Career & Technical Education Center's Responsibilities**

- a) Review articulation options available to the student.
- b) Distribute and explain the Student Request for Articulated Advanced College Credit form to the student.
- c) Complete **Part II** on the Student Request for Articulated Advanced College Credit form.
- d) Make copies of the completed Student Request for Articulated Advanced College Credit form for your records, and send the original by email, mail, or in-person to College Center 201:

**Ms. Megan A. McIlvaine**  
Assistant Dean, Prior Learning Assessment  
Northampton Community College  
3835 Green Pond Road  
Bethlehem, PA 18020-7599  
[mmcilmayne@northampton.edu](mailto:mmcilmayne@northampton.edu)

### **NCC Prior Learning Assessment Responsibilities**

- a) After review of the Student Request for Articulated Advanced College Credit form, each student will receive an email from Ms. Megan A. McIlvaine, Assistant Dean - Prior Learning Assessment identifying Advanced College Credit earned.
- b) Student documentation will be sent to the Records Office at NCC to enter Advanced College Credit awarded on the student's NCC transcript.
- c) Ms. Megan A. McIlvaine, Assistant Dean - Prior Learning Assessment will be available to you if you have any questions at [mmcilmayne@northampton.edu](mailto:mmcilmayne@northampton.edu) or (610) 861-4585.