



KELLOGG
COMMUNITY COLLEGE

Office of the Registrar

450 North Avenue • Battle Creek, MI 49017-3397
(269) 965-4129 • www.kellogg.edu/registrar

**REQUEST FOR AN ARTICULATED
HIGH SCHOOL COURSE**

INSTRUCTIONS

To articulate a high school course to Kellogg Community College, complete this form and complete an Application for Admission online at www.kellogg.edu then send high school transcript or career center transcript showing the final grade for the course(s) to your instructor(s).

NAME and ADDRESS			KCC ID or SOCIAL SECURITY NUMBER	
_____ First	_____ Middle Initial	_____ Last	_____ DATE OF BIRTH	
_____ Street			_____ TELEPHONE NUMBER	
_____ City	_____ State	_____ Zip Code	_____ DATE OF HIGH SCHOOL GRADUATION	
Articulation is from:			HIGH SCHOOL	
<input type="checkbox"/> High School			_____	
<input type="checkbox"/> BACC				
<input type="checkbox"/> CACC				
<input type="checkbox"/> MYCA				
STUDENT ENDORSEMENT				
I understand that the course(s) and grade(s) for each articulated course entered below will become a part of my Kellogg Community College academic record once I have successfully completed the requirements established by the High School/Career Center and Kellogg Community College. Submission of the required documentation must be received with in 26 months of High School graduation to be applied. I further understand that to articulate credit, I must meet the minimum requirement of a grade of "B" or above, that meet the competencies agreed upon by the Tech Prep Articulation Committee.				
_____ Signature				_____ Date

INSTRUCTOR'S INSTRUCTIONS

Enter the course(s) to be articulated in the space provided. Upon completion of the course(s), the last instructor must attach a copy of the student's high school transcript or career center transcript showing the final grade(s) for the course(s) to this form and forward to the Registrar's office at Kellogg Community College.

Incomplete applications and those submitted without documentation will be returned to the student

HIGH SCHOOL/CAREER CENTER COURSE Name and Careers Center Number	KCC COURSE Name and Number	GRADE*	CREDIT HOURS	INSTRUCTOR'S SIGNATURE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* Must be a "B" grade or better.

FOR OFFICE USE ONLY	
Articulated course information entered on KCC transcript by:	
_____ Name	_____ Date
<input type="checkbox"/> Application on File <input type="checkbox"/> High school transcript or career center transcript	