

Course Credit Form Instructions

The following form is available to all vocational/technical high school instructors for the specific high school courses to be recommended for college credit consideration through the high school guidance office or the office of the system's Career and Technical Education Director. The form is a generic form to be used by all school systems and is carbonized so that all interested parties may have a copy to retain.

The high school instructor may initiate the recommendation by filling out this form(s), send the college copy to the Director of Counseling Services at Vance-Granville, give one copy to the student, and retain one copy in the student's cumulative record. The appropriate credit(s) will be reviewed and approved by the College Registrar and the student will receive notification of such credits prior to enrollment at the College.

The program head and dean will determine waiver test credit. Students who are interested in taking the recommended waiver test must register for the course, pay the tuition and take the appropriate test to determine the final approved credit(s). Waivered classes may not transfer to a four-year college or other institution for curriculum credit.

If there are questions regarding this form, high school personnel may contact the Director of Counseling Services (Main Campus); Counselor (Franklin Campus); Counselor (South Campus); Dean (Warren Campus) for further clarification.

Vance-Granville Community College
ARTICULATION AGREEMENT
Course Credit

School System: _____

High School: _____

Date: _____

I hereby verify that _____ has
Name SSN

satisfactorily completed _____
Course No. Course Name

on _____ with a grade of _____.

I recommend _____ for course credit or waiver test

consideration. (Circle One)

Signature of Teacher

Comments:

- Keyboarding courses only: Net words per minute _____
(Based on 5 minutes, 5 or less errors)

- Other: _____

