



ONE HACC DRIVE, HARRISBURG, PA 17110-2999
www.hacc.edu

February 20, 2023

Mr. Terry Miller, Administrative Director
Franklin County Career & Technology Center
2463 Loop Rd.
Chambersburg, PA 17202

Dear Mr. Miller:

Our records indicate that your school has the following course articulation agreement with Harrisburg Area Community College (HACC):

The Building/Construction Trades courses articulate with HACC HVAC 104, HVAC 106, and ELOC 157 (8 credits).

This agreement was signed recognizing substantial proof that students at your school are meeting the standards of courses offered at the College. The agreement allows for graduates from your school to take advantage of advanced college credits when they apply for admissions at HACC, thus reducing a chance that the student may take remedial or duplicative courses.

In an effort to help students take full advantage of these articulated credits and to help assure the College's system of accurately tracking transferred articulated credits, I am sending you the enclosed "College Earned Credit Form." Please replace any previous forms for reporting advanced college credit with this form, and use it in all cases of articulated credit. Please share this form and the procedures with those personnel responsible for handling student records.

Directions for use of the College Credit Earned Form

- 1. Teachers should complete and sign a form for each student who has met the competencies of the articulated courses/program and has applied to HACC. More than one course in a discipline may be listed on a form.*
- 2. The form is forwarded to the school principal or director for signature.*
- 3. A copy of the completed form should be retained in the student's file.*
- 4. The completed form should be emailed to: Georgia Hasse, POS Outreach Coordinator, HACC @ glhasse@hacc.edu.*

As students may not be familiar with course articulation or earned college credit, your school should devise a procedure of notifying students of these opportunities and identifying students who anticipate attending HACC after graduation. This will help to streamline the process of completing and filing the forms. Remind students that they may articulate credits for up to two years following graduation. Also, it is the student's responsibility to request completed College Earned Credit Forms from their high school file when they are applying to HACC.

Thank you for your attention to this matter. Together, we can continue to provide additional incentive and opportunities for young people to continue their education.

Sincerely,

Georgia Hasse

Georgia Hasse
Program of Study Outreach Coordinator

Enclosure



HARRISBURG AREA COMMUNITY COLLEGE

COLLEGE EARNED CREDIT FORM

Course Articulation/Tech Prep Program Articulation

Directions for Use: For the student to earn the articulated credit at HACC:

The Franklin County Career & Technology Center instructor will submit a completed, signed *College Earned Credit Form* for each student who has earned a "C or above" and mastered the competencies in the Building/Construction Trades Program (46.9999) . The signed form will be forwarded to the Director for signature. The completed form should be forwarded via email to Georgia Hasse, POS Outreach Coordinator, HACC, at gllhasse@hacc.edu.

Students must matriculate into a curriculum at Harrisburg Area Community College (HACC) **within two years** of completion of the Building/Construction Trades program. The student must have met the Performance Standard stated for each course in Section IV (below) in order to be awarded articulated credit.

THIS FORM DOES NOT SERVE IN LIEU OF THE HIGH SCHOOL TRANSCRIPT

SECTION I. PROGRAM/COURSE INFORMATION (TO BE COMPLETED BY SENDING SCHOOL)

CHECK ONE: Tech Prep Articulation Course Articulation

Tech Prep Program Name (if Applicable):

SECTION II: STUDENT INFORMATION (TO BE COMPLETED BY SENDING SCHOOL)

STUDENT NAME: _____ Date of Birth: _____ Academic Year: _____

Student Address: _____ City: _____ State: _____ Zip: _____

SECTION III: SECONDARY SCHOOL PROGRAM/COURSE(S) INFORMATION (TO BE COMPLETED BY SENDING SCHOOL)

SENDING SCHOOL COURSE(S)/PROGRAMS SATISFYING ARTICULATION: Student Grade in Course:

1. Building/Construction Trades Grade C or Better
2. _____
3. _____
4. _____

SENDING SCHOOL SIGNATURES:

Instructor **Date** **Principal/Director** **Date**

FOR HACC USE ONLY

SECTION IV: COURSES ELIGIBLE FOR ARTICULATED CREDIT Articulation CodeTECP (TO BE COMPLETED BY HACC REPRESENTATIVE)

Course No.	Course Title	# of Credits	Performance Standard	Check Courses to Receive Articulated Credit
HVAC 104	Print Reading for HVAC	1	Grade C or Better	<input type="checkbox"/>
HVAC 106	Plumbing for the Trades	3	Grade C or Better	<input type="checkbox"/>
ELOC 157	Electrical Wiring	4	Grade C or Better	<input type="checkbox"/>
				<input type="checkbox"/>

NOTE: When information on previous page is completed by high school, please forward the form via email to:

Georgia Hasse
Program of Study Outreach Coordinator, HACC
glhasse@hacc.edu

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SECTION V: SIGNATURE *(TO BE SIGNED BY AUTHORIZED HACC REPRESENTATIVE)*

THIS ACHIEVEMENT IS IN ACCORDANCE WITH THE ARTICULATION AGREEMENT BETWEEN HACC AND Franklin County Career & Technology Center

FOR HACC:

DEPARTMENT CHAIR _____

DATE _____