



**REQUEST FOR AN ARTICULATED  
HIGH SCHOOL COURSE**

**Office of the Registrar**

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

**INSTRUCTIONS**

To articulate a high school course to Kellogg Community College, complete this form and a KCC Application for Admission and send them with your high school 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: <input type="checkbox"/> High School			HIGH SCHOOL	
<input type="checkbox"/> BACC			_____	
<input type="checkbox"/> CACC			_____	
<b>STUDENT ENDORSEMENT</b>				
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, and 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 showing the final grade(s) for the course(s) with the Application for Admission 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.

<b>FOR OFFICE USE ONLY</b>	
Articulated course information entered on KCC transcript by:	
_____ Name	_____ Date
<input type="checkbox"/> Application on File <input type="checkbox"/> KCC Semester Successfully Completed	

Routing: Student → High School Instructor → KCC Registrar's office