**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 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

First Middle Initial Last

Street

City State Zip Code

KCC ID or SOCIAL SECURITY NUMBER

DATE OF BIRTH

TELEPHONE NUMBER

Articulation is from: ☐ High School ☐ BACC ☐ CACC

HIGH SCHOOL

DATE OF HIGH SCHOOL GRADUATION

## 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 one semester at KCC. I further understand that grades of "W," "I," and Audit are not considered successful completion. Acceptance of this course work at other institutions is solely decided by those institutions.

Signature Date

**INSTRUCTOR'S INSTRUCTIONS**
Enter the course(s) to be articulated in the spaces 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 COURSE Name and Careers Center Number | KCC COURSE Name and Numb | GRADE* | CREDIT HOURS | INSTRUCTOR'S SIGNATURE |
|---|---|---|---|---|
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* Must be a "B" grade or better.

## FOR OFFICE USE ONLY

Articulated course information entered on KCC transcript by:

Name Date

☐ Application on File ☐ KCC Semester Successfully Completed

8/05

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

*White - Registrar Yellow - Student (after form has been processed)*