PURPOSE

The purpose of this procedure is to outline the process for the tracking and record maintenance of students who enroll at TCL from secondary institutions with which the College has a current articulation agreement for advanced standing as Technical Advanced Placement (TAP) Credit.

PROCEDURE

1. For students requesting TAP credit, a complete and approved Request for Exemption Credit Form along with a copy of the articulation agreement with the secondary institution must be submitted to the Student Records Office prior to the awarding of the requested credit.

2. The Office of Planning and Research will collect the following information:
   a. The total number of students entering TCL from each secondary institution and their academic majors;
   b. The total amount of academic credits each student is awarded in accord with the articulation agreement;
c. The retention and academic progress of these students through subsequent academic terms; and

d. Other information needed for current or future reporting requirements.

3. The Student Records Office will coordinate with the Office of Research and Planning to report the results of the collected information to the Vice President for Student Affairs at the end of each academic term or as requested.