

Technical Advanced Placement (TAP) at Tri-County Technical College

High school students may receive TAP credit for Tri-County Technical College courses after successfully completing a process to validate their skills learned in certain high school courses. Skills validation may include passing a TAP exam, passing a transition course before receiving credit for the prior course, and/or passing a skills test or portfolio to show a required competency level. All TAP processes and exams are administered and scored by Tri-County Technical College faculty and/or staff.

When a student successfully completes a validation process, the student will receive “TAP” credit for the college course, not the high school course, on his/her Tri-County Technical College transcript. The grade of “E” will appear on the student’s Tri-County Technical College transcript. The “E” grades earn credit hours but do not affect the grade point average.

Since Tri-County Technical College and high schools are not “like” institutions, one being post-secondary and one being secondary, there is no “articulation” agreement between or among Tri-County and area high schools. By definition, articulation agreements are developed between “like” institutions in which courses taken at one institution are “transferred” to another institution of the same kind.

Therefore, Tri-County will not develop “articulation” agreements with area high schools for technical advanced placement. However, a clear process for working with area stakeholders (high school students, faculty, and staff) to ensure they understand the college’s processes and how students may receive Tri-County credit for competencies/skills learned in high school career programs will be developed and communicated. Please see the operational procedures and timeline below for current TAP processes.

Yearly Operational Procedures and Timeline for Technical Advanced Placement (TAP)

Task/Procedure	Area of Responsibility	Timeline	Outcome	Assessment Results 2015 – 2016
Provide training to TCTC faculty and staff (program coordinators, program faculty, student success coaches, admissions) to ensure they understand and follow TAP procedures	Division Liaisons ¹ HSEO ²	September	Faculty and staff are knowledgeable about TAP and its processes so they can successfully serve interested students	
Provide training to career center/high school faculty and staff (faculty of comparable TCTC programs, counselors) to ensure they understand and follow TAP procedures and promote to students	Division Liaisons HSEO	Ongoing	External stakeholders are knowledgeable about TAP and its processes and promote to qualified students	

¹ Division liaisons are Emily Danuser (Business & Public Services), Scott Jaeschke (Engineering & Industrial Technology), and Lynn Lewis (Health Education).

² High School Engagement and Outreach

<p>Review/revise list of courses available for TAP credit</p> <ul style="list-style-type: none"> • HSEO office will send course list to each division liaison in late September • Division liaison will work with department heads/program coordinators to review course list • Program coordinators will connect with counterparts in high schools and career centers (via email, personal visits, etc.) for updates on programs and courses and to determine additions/deletions to TAP course list • Course additions/deletions will be communicated to HSEO office so website and other materials can be updated 	<p>HSEO BPS, EIT, HE Divisions</p>	<p>September 1 – November 1</p>	<p>TAP Course List and TAP agreements are revised on a yearly basis and are accurate</p>	
<p>Post revised TAP course list to college website and send to district contacts</p>	<p>HSEO</p>	<p>By November 15</p>	<p>Stakeholders have current list of TAP courses in order to inform students and to publish in career planning guides</p>	
<p>Develop/review/revise teacher recommendation forms (CVTRs) and email revisions to HSEO office</p> <p>Post new or revised recommendation forms to college website</p>	<p>Program Coordinators HSEO</p>	<p>By December 15 By January 15</p>	<p>Potential students have appropriate forms to start the TAP process</p>	
<p>Develop/review/revise all other information about TAP on college website</p>	<p>HSEO</p>	<p>By February 28</p>	<p>TAP information on public website is up-to-date</p>	
<p>Conduct promotional and outreach activities to maximize enrollment of TAP students into college programs after HS graduation</p>	<p>HSEO BPS, EIT, HE divisions</p>	<p>Ongoing</p>	<p>Stakeholders (educators, parents, and students) are informed about TAP and understand the process</p>	
<p>Update and inform school district partners through PACE Board, committee meetings, and HE faculty meetings</p>	<p>HSEO W/ assistance from BPS, EIT, HE divisions</p>	<p>Ongoing</p>	<p>Stakeholders (educators, parents, and students) are informed about TAP and understand the process</p>	
<p>Work with school district partners on staff development opportunities to keep all stakeholders informed</p>	<p>HSEO W/ assistance from BPS, EIT, HE divisions</p>	<p>Ongoing</p>	<p>Stakeholders (educators, parents, and students) are informed about TAP and understand the process</p>	
<p>Prepare and distribute summary and statistical reports for internal and external use</p>	<p>HSEO</p>	<p>June – July</p>	<p>Internal/external stakeholders have data regarding student participation</p>	

<p>Assess all TAP procedures on a yearly basis; the first assessment will be conducted in June 2016</p>	<p>HSEO Division liaisons (Liaison or department responsible for each outcome will assess on a yearly basis)</p>	<p>June – July</p>	<p>TAP procedures are clear and work well An increase in the number of CVTRs submitted is evident Internal and external stakeholders have clear understanding of what they need to do to move students through the process Stakeholders do not seem confused</p>	
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Technical Advanced Placement (TAP) Policies and Disclosure Information

(To be understood by faculty, staff, and students)

1. It is the student's responsibility to provide the appropriate Tri-County Technical College curriculum program coordinator with all materials and documentation necessary to verify completion of TAP procedures.
2. The Tri-County Technical College program coordinator will keep accurate records to ensure that all College forms and processes associated with the awarding of academic credit are completed appropriately, and to ensure that the student's academic advisor is informed of his/her progress in completing TAP procedures.
3. The student will receive a copy of the Tri-County Technical College Advanced Standing Credit Form showing the courses for which he/she will receive credit.
4. When a student works with a College advisor to register for Tri-County Technical College courses, it is the student's responsibility to inform the advisor of any credit earned through TAP.
5. TAP credit earned will be documented as a grade of "E" on the student's official Tri-County Technical College transcript after he/she has been formally admitted to the College, has satisfactorily completed all TAP procedures, and has registered for one or more Tri-County Technical College courses. TAP credit will appear on his/her TCTC transcript at the end of the first term in which the previous three conditions have been met. "E" grades earn credit hours but do not affect the grade point average.
6. TAP credit earned may apply to a required course(s) or an elective course(s) depending on whether or not the course is listed as required for a specific curriculum in the College catalog. If a student enters a program at Tri-County Technical College for which that course is not required, the student may use the credit as elective credit, with the program coordinator's permission.
7. TAP credit earned at Tri-County Technical College does not imply or guarantee that such credit will be honored by other institutions of higher education.
8. A high school student will have one year following the time of his/her high school graduation to complete TAP procedures.
9. A high school student who successfully completes TAP exams but who does not successfully complete all the other procedures will have one year to complete the procedures and receive credit.
10. The program coordinator (or designee) may decide whether or not a student who does not successfully complete a TAP exam is eligible to retake the exam.
11. A high school student who takes a TAP exam will have his/her score kept on file in the appropriate department office for one year following the test date. A student who has completed TAP but who has not been admitted or enrolled will have his/her Advanced Standing Credit Form kept on file for one year.
12. All TAP exams will be developed, administered, and scored by Tri-County Technical College faculty and/or staff.