

# DID YOU EARN COLLEGE CREDIT IN HIGH SCHOOL?



## HOW TO PROVIDE US WITH CREDIT DOCUMENTATION FOR:

- ✓ COLLEGE CREDIT PLUS
- ✓ CAREER-TECHNICAL
- ✓ ADVANCED PLACEMENT (AP)
- ✓ TECH PREP
- ✓ INTERNATIONAL BACCALAUREATE
- ✓ CLEP

**STARK**

## COLLEGE CREDIT PLUS

If you took classes in high school that are granting college credit, you'll need to contact the college or university providing the college credit and request an official transcript be sent to Kent State University after all courses are complete and grades are finalized. A transcript is considered official if we receive it via electronic methods directly from the sending institution or if we receive a paper copy in a sealed envelope. We cannot post college credit from your high school transcript. The process to request official transcripts will vary according to the college or university.

### Send Official Transcripts to:

Office of Admissions  
Kent State University at Stark  
6000 Frank Avenue NW  
North Canton OH 44720

### Kent State Stark Contact:

Office of Admissions  
132 Main Hall  
330-244-3251  
starkadmissions@kent.edu

**\*ELECTRONIC TRANSCRIPTS:** Email to starkadmissions@kent.edu

## ADVANCED PLACEMENT (AP)

Kent State University awards college credit for Advanced Placement (AP) exams with scores of 3, 4 or 5. The AP Chart found at [www.kent.edu/credittransfer/advanced-placement](http://www.kent.edu/credittransfer/advanced-placement) gives information about these scores and credits earned. Specific questions regarding how these credits apply to your selected major must be directed to your academic advisor. If the credit appears on your transcript from a previous Ohio school, you may not need to provide any additional information. If your previous school does not include your AP credit on your transcript or if your AP credit appears on an out-of-state transcript, you should have original copies of your scores forwarded to Kent State. Kent State's AP credit code is 1367.

If you are a high school student and you asked the College Board to send your scores to Kent State University when you took the tests in May, your scores will be evaluated in early August when Kent State receives the score report. You will receive an email to your @kent.edu address when your credit has been posted.

If you did not ask the College Board to send your scores to Kent State, you will need to contact the College Board directly.

### Contact the College Board:

1-888-225-5427  
apstudents@info.collegeboard.org  
[www.collegeboard.org](http://www.collegeboard.org)

### College Board Mailing Address:

AP Exams  
P.O. Box 6671  
Princeton, NJ 08541

- continued on back -

## **INTERNATIONAL BACCALAUREATE**

Kent State University will consider for credit scores of 5, 6 or 7 on higher level International Baccalaureate examinations. The Academic Equivalency Cross Reference Chart can be viewed at the link below.

Kent State University must have an official copy of your IB transcripts before credit can be awarded (notation on a high school transcript will not suffice). You may include Kent State as one of your six selected institutions. We will access your transcript from the secure IB website.

### **Kent State IB Credit Contact:**

Credit Transfer Office

330-672-8950

[www.kent.edu/credittransfer/international-baccalaureate-diploma-programme](http://www.kent.edu/credittransfer/international-baccalaureate-diploma-programme)

---

## **CAREER-TECHNICAL CREDIT TRANSFER (CT)<sup>2</sup>**

If you successfully completed a specific high school technical program, visit <https://reports-cems.transfercredit.ohio.gov> and select **CTAG - Career Technical Assurance Guide (TAG) - Course Reporting System**. To determine if Kent State accepts the program credit, in the search type box, select **Course/Program Equivalency Comparison**. Indicate your school as the **Current Institution** and Kent State University as the **Destination Institution**. The application for (CT)<sup>2</sup> credit is available through your high school or career center. After you complete the form, your high school or career center is responsible for forwarding it to the Admissions Office at the Kent State campus to which you've applied. To earn (CT)<sup>2</sup> credit, you must be admitted to Kent State University. You will be notified through your Kent State email once the credit has been applied to your student record.

Helpful links:

<https://www.ohiohighered.org/transfer/ct2/earning-college-credit>

<http://catalog.kent.edu/academic-policies/alternative-credit/>

---

## **TECH PREP CREDIT**

If you took classes as part of a Tech Prep program in high school, visit [www.kent.edu/techprep](http://www.kent.edu/techprep) to locate the process to access the credit for the program taken at your high school. If you have questions, contact:

### **Jennie Koch**

Regional Director, East Central Regional Center

Kent State University

330-672-5847

[jroyer5@kent.edu](mailto:jroyer5@kent.edu)

### **Melanie Tichy**

Administrative Assistant, East Central Regional Center

Kent State University

330-672-5863

[mhardy@kent.edu](mailto:mhardy@kent.edu)

Helpful link: <http://catalog.kent.edu/academic-policies/alternative-credit/>

---

## **CLEP: COLLEGE-LEVEL EXAMINATION PROGRAM**

CLEP credit earned will not be posted to your Kent State academic record until after you have enrolled in coursework at Kent State University. Any credit earned will be posted to your transcript as credit hours, without a grade. No indication will be made on your transcript for non-passing scores.

Students who take CLEP exams at another institution must request that their scores be sent to Kent State in order for credit to be posted to their transcript.

View the Kent State CLEP Credit Guide at [www.kent.edu/advising-testing/clep-credit-guide-update](http://www.kent.edu/advising-testing/clep-credit-guide-update). To request a CLEP transcript, visit <https://clep.collegeboard.org/help-for-students>.