

CREDIT BANKING GUIDE

What is Credit Banking?

Credit Banking allows for credits earned through Akron Area College Tech Prep (AACTP) career and technical programs at the high school/career center to apply as credits towards a degree at The University of Akron (UA). Students who meet criteria determined by faculty at UA, as outlined in the individualized Credit Banking Agreements (CBA), have the opportunity to “bank” university credits. These credits can be accessed by qualifying students upon enrollment at UA by the process described below.

Credit Banking Process

Meeting the Criteria

Each program has a specialized CBA with UA. It is the responsibility of the instructor to keep current with the requirements of the CBA as they are required to assign a student scores for each UA course. (Grades cannot be adjusted based on the scores of the class or for any other reason; the percentage earned must accurately reflect the UA grading scale as outlined by faculty liaisons.)

Accessing Credit

<i>Secondary Instructor Responsibilities</i>	<i>Student Responsibilities</i>
1. Review the Academic Integrity section of this document (see below)	1. Apply and be accepted to UA
2. Sign the Credit Banking Form (CBF) (sample located on page 4) indicating the percentage earned in each college course based on the CBA criteria	2. Successfully meet criteria for credit as indicated in the CBA
3. Instructors must include supporting documentation where applicable (i.e. copies of final exams, industry certification, etc)	3. Graduate from high school
4. CBF and supporting documentation must be mailed or delivered to AACTP office	4. Contact AACTP at 330.972.7141 to indicate an interest in accessing credit
	5. Successfully enroll in and complete, a minimum of one UA credit
	6. Pick-up paperwork from AACTP office and take it to the Office of Student Accounts in Simmons Hall for payment (The cost is approximately \$25 per credit hour.)

*Students wishing to access credit available to them through a means other than Credit Banking (i.e. cosmetology students) should contact Kelly Herold at kherold@uakron.edu or 330.972.8832

Credits

Accepting Credits

Students are not required to accept credit hours earned at UA. This is an option offered to eligible AACTP students.

The student has 12 months after graduation to activate their credits. Once that timeframe has expired, the credit banking form will be null and void. In order to request an extension of two months they must contact the College Tech Prep office during the spring of their senior year. Please note the extension does not excuse the student from taking the necessary steps to communicate with UA Admissions if it is necessary to defer admission.

Transfer of Credits

The banked credits are for degree pathways at The University of Akron. Students not attending UA, but interested in accessing and transferring credits **MUST** contact the Tech Prep office by **March 1** and work through their intended institution to determine feasibility.