



**Sinclair  
Community  
College**

**Sinclair Community College**

**Directions for the Ohio High School PLTW Teacher:**

In order for your students to receive transcribed credit for SCC courses, you need to take the following steps:

1. Print out the Course Completion Form from the website. Have student complete the student information section. You complete the course and grade information, and sign the form. You or the student may mail the completed form to PLTW Ohio’s representative at Sinclair (Bldg. 13, Room 229). Mailing address: Sinclair Community College, 444 W. Third St., Project Lead the Way, Rm. 13-229, Dayton, Ohio 45402.
  - Note that the completion form contains boxes as follows:

| <u>PLTW COURSE<br/>TITLE</u> | <u>SCC DEPT./<br/>COURSE NO.</u> | <u>SINCLAIR COURSE<br/>TITLE</u> | <u>CR. HRS.<br/>AWARDED</u> | <u>COURSE<br/>GRADE</u>             |
|------------------------------|----------------------------------|----------------------------------|-----------------------------|-------------------------------------|
| (You fill out this area)     |                                  |                                  |                             | (You fill out this area— see below) |
|                              |                                  |                                  |                             |                                     |

- You fill in the “Course Grade” area with a letter grade (scale below). Your students will receive a transcribed letter grade and credit for the number of hours listed for each class on the website at [www.pltwohio.org](http://www.pltwohio.org)
  - A= 90-100%
  - B= 80-89%
  - C= 70-79%
- Note that to receive credit, students **must achieve a 70% or better on the college credit PLTW final exam for the course.** (Use the combined Parts A and C to arrive at the percentage.) **Your signature on the form indicates that the required score was achieved.**

2. **In order to receive credit for SCC courses, YOUR STUDENTS MUST apply to become a student at Sinclair Community College**– submit application in person, by mail or online at <http://www.sinclair.edu/services/enroll/howtobegin/first/ApplicationforAdmission/> **THIS IS A SEPARATE PROCESS** from filling out the Course Completion form. Students may complete the application process either before or after completion form is turned in. **PLEASE NOTE: completing the application does NOT mean the student has to attend Sinclair. It is simply a way for us to attach the grades to a transcript.**

3. Once their Sinclair application is processed, if your school is **not** within the Miami Valley Tech Prep Consortium (MVTPC), Sinclair will send the student a payment form. Their fee for course credit is \$85.70 **per course**, not per credit hour.
4. Payment must be received from non-MVTPC students before the grades can be posted to a transcript. If the student is an MVTPC student, their local Tech Prep status ensures payment for the credit.
5. Students will find their letter grade for the course posted online at [www.my.sinclair.edu](http://www.my.sinclair.edu) .
6. Please encourage your students to see an academic counselor for problems with enrollment procedures and/or to register for additional classes at Sinclair.  
<http://www.sinclair.edu/services/advising/>

### **Transfer of Credit to Other Colleges**

If any of your students are planning to transfer the credits earned at Sinclair to another college, please note that it is up to the **receiving institution** to decide if and how they will accept credits from Sinclair. Have student contact the registrar or an academic counselor at their chosen college to see how the Sinclair credits will be accepted.

Students may follow standard procedures to request a Sinclair transcript to be sent to another institution. The instructions are available from the Sinclair Registrar or at the Sinclair website under the Registration and Student Records section. [www.sinclair.edu](http://www.sinclair.edu)