Blackhawk Technical College Dual Credit Handbook

2023-2024 Academic Year

Table of Contents

Chapter 1. Introduction to Dual Credit

Dual credit programs provide opportunities for high school students to earn college credit while completing their high school diploma. Blackhawk Technical College (BTC) partners with school districts to provide dual credit courses for college-ready high school students so that they can accelerate and advance their post-secondary academic and career opportunities.

BTC provides several forms of dual credit opportunities, including Transcripted Credit, *Start College Now* and Advanced Standing.

Glossary of BTC Dual Credit Terms

- **Dual Credit** – An "umbrella" term which includes multiple delivery methods for college-ready high school students to earn both high school and college credits.

- **Transcripted Credit** – A method of earning dual credit which involves a college-ready high school student taking a BTC course taught in a high school classroom by a College Credentialed High School Instructor.

- **Start College Now** – A method of earning dual credit which involves a college-ready high school student enrolling in a college course offered at BTC taught by a BTC Instructor.

- **Advanced Standing** – A method of earning dual credit which involves a college-ready high school student taking a high school course taught in a high school classroom by a high school instructor. The high school student is awarded college credits for BTC courses when the student enrolls at BTC after graduation based on an outcomes-based articulation agreement.

- **College-Credentialed High School Instructor** – A teacher that holds the required credentials and experience in order to be approved by BTC to teach a Transcripted Credit course.

- **BTC Faculty Mentor** – A BTC instructor that is responsible for supporting Dual Credit high school instructors within a specific academic discipline area or program.

- **Early College Specialist** – A BTC administrator responsible for the overall communication, administration, and operations of the BTC Dual Credit partnerships.

Chapter 2. Transcripted Credit Program Guidelines

What are Transcripted Credit courses?

- Transcripted Credit courses are offered by participating high schools and are taught by College-Credentialed High School Instructors. Students earn college credit, and these credits are recorded on their BTC transcript.
- College-Credentialed High School Instructors work directly with a BTC Faculty Mentor to teach the BTC curriculum.

Why should a student choose a Transcripted Credit course?

- Studies have shown that college ready high school students who get a head start on college through dual credit programs, are more likely to finish high school, enroll in college, and earn a credential.
- Students will get a head start on a path to college or a career, Transcripted Credits may be applied to BTC associate degree programs, technical diplomas and industry-recognized credentials.
- Students who achieve college credit while in high school benefit financially by saving money on courses they do not have to take in college.

The Transcripted Credit program relies on strong partnerships between BTC and participating school districts. The following guidelines outline responsibilities and expectations for Transcripted Credit Program partnerships.

BTC Responsibilities and Expectations

- BTC courses each have credential and experience requirements for a district teacher to be approved as a College-Credentialed High School Instructor to teach Transcripted Credit courses.
- The BTC Early College Specialist provides a list of courses eligible for Transcripted Credit along with the minimum credential and experience requirements to teach a Transcripted Credit course to school district administrators.
- District administrators are responsible for reviewing BTC's credential and experience requirements to identify teachers qualified to become College-Credentialed High School Instructors. The BTC Early College Specialist will work with the high school teacher to submit an application for college review of credentials and experience for approval to teach Transcripted Credit courses.
- Districts are responsible for selecting the courses that their College-Credentialed High School Instructors will teach for Transcripted Credit each academic year.
- Districts will provide the BTC Early College Specialist with an annual plan for Transcripted Credit course offerings.
- BTC is responsible for providing the school district with an annual Memorandum of Understanding (MOU) approving the Transcripted Credit courses that will be offered and confirming that College-Credentialed High School Instructors are assigned by the district to teach them.
  - Transcripted Credit courses will be taught using the Blackboard learning management system on the BTC 16-week semester schedule. Alternative schedules for delivery must be specified by the school district in the MOU and approved by the BTC Instructional Supervisor in advance of the course offering.
  - Transcripted Credit courses are approved for in-person classroom delivery. Online or hybrid modalities for delivery of a Transcripted Credit course must be specified by the school district in the MOU and approved by the BTC Instructional Supervisor in advance of the course offering.
  - Transcripted Credit courses may not be offered via distance education networks unless specified

by the school district in the MOU and approved by the BTC Instructional Supervisor in advance of the course offering.

- Transcripted Credit courses may not be offered via independent study.

- BTC will assign each College-Credentialed High School Instructor with a BTC Faculty Mentor based on the course subject area.

- BTC will provide each College-Credentialed High School Instructor with access to the Blackboard learning management system for each Transcripted Credit course that they are scheduled to teach.

- The BTC Early College Specialist will organize mandatory workshops on the BTC campus for College-Credentialed High School Instructors to collaborate with their BTC Faculty Mentors for professional development on course content and instructional methods.

BTC Faculty Mentor Responsibilities

- Provide guidance to the College-Credentialed High School Instructor on the college's curriculum and related materials for instruction housed within the Blackboard course shell.
  - Course Syllabus
  - Course Curriculum
  - Textbook information
  - Course Assessments including the final, comprehensive assessment, challenge exam (exam, portfolio, project, etc.)
  - Course Grading Scale and Gradebook
  - Teaching Materials such as PowerPoints, videos, handouts, etc.

- Meet in-person or via Zoom with a new College-Credentialed High School Instructor to review the BTC curriculum for each Transcripted Credit course to be taught.
  - If a BTC Faculty Mentor does not feel that College-Credentialed High School Instructor is prepared to teach the Transcripted College course content, they will notify the BTC Early College Specialist and their Instructional Supervisor.
  - BTC Faculty Mentors must seek approval for travel to high schools for mentoring visits from their Instructional Supervisor and the BTC Early College Specialist.

- Collaborate with the College-Credentialed High School Instructor to develop their course syllabi to ensure that BTC course competencies are met, and curriculum is followed.

- Communicate regularly with the College-Credentialed High School Instructor during the semester to provide assistance and support the instructional content, rigor, assessment, and grading requirements for Transcripted Credit courses.

- Visit the College-Credentialed High School Instructor's high school classroom. The BTC Early College Specialist will assist with coordinating these types of campus and classroom visits.

- For more information on the BTC Faculty Mentor see Appendix A.

Guidelines for Instructional Review of a Transcripted Credit Course

- The BTC Faculty Mentor will conduct an annual review of the instruction provided for the Transcripted Credit course to assure the following:
  - College-Credentialed High School Instructor is demonstrating the ability to teach the competencies of the BTC course.
  - The BTC course curriculum is being implemented and followed.
  - College-Credentialed High School Instructor is using the textbook assigned to the course or the equivalent with consent from the BTC Faculty Mentor.
  - Appropriate assessments are being utilized to determine acquisition of the competencies.

o The College-Credentialed High School Instructor and the high school students are utilizing Blackboard for instruction and assessment.

Resolving Issues of Concern Regarding Instruction in a Transcripted Credit Course

- The BTC Faculty Mentor will inform their BTC Instructional Supervisor and the BTC Early College Specialist about the nature of the concern.
- The Early College Specialist will convene a meeting to discuss the concern with the College-Credentialed High School Instructor, BTC Faculty Mentor, and the BTC Instructional Supervisor.
- The BTC Instructional Supervisor will evaluate the issue of concern and determine what corrective actions, if any, need to be developed. A corrective action plan will be communicated to the College-Credentialed High School Instructor for them to implement with monitoring by the BTC Faculty Mentor.
- The BTC Early College Specialist will notify the district point-of-contact about the issue of concern and the resolution, as appropriate.
- Approval for Transcripted Credit may be terminated if the issues of concern are not resolved within the semester that they are identified.

School District Responsibilities

- Provide a single point of contact for the BTC Transcripted Credit Program partnership to facilitate communication about course offerings and the MOU.
- Maintain regular communications with BTC on all matters covered by the MOU including instruction, registration, timelines, etc.
- Communicate guidelines and information about the BTC Transcripted Credit Program partnership to district administrators, instructors, staff, students, and parents.
- Communicate what courses will be offered for Transcripted Credit in each high school to instructors, staff, students and families.
- Coordinate College-Credentialed High School Instructors, including:
  - o Assign Transcripted Credit courses
  - o Ensure that College-Credentialed High School Instructors are meeting BTC expectations
  - o Communicate College-Credentialed High School Instructors concerns to the BTC Early College Specialist
  - o Support the professional development of district teachers to become College-Credentialed High School Instructors
- Ensure all associated staff, instructors, and students abide by established deadlines for application, registration, grading, etc.
- Ensure students complete a BTC Transcripted Credit application and register into the Transcripted Credit courses.
- Collaborate with BTC to develop new opportunities for Transcripted Credit and other partnerships.

Costs Related to District Offerings of Transcripted Credit Courses

School districts are responsible for all expenses related to the College-Credentialed High School Instructor's time and labor as required to establish and maintain the agreement, learn the course, instruct the course, register and grade students. The school district is also responsible for providing the required textbooks for Transcripted Credit courses.

High School Teacher Credentialing Process

The BTC process for approving credentials for high school teachers to become a College-Credentialed High School Instructor is conducted annually:

1. The high school teacher contacts the BTC Early College Specialist to discuss becoming a College-Credentialed High School Instructor and to obtain the credentialing application materials. Application materials are **due by March 1** and must include:
    a) Transcripted Credit Application Form (Appendix A), indicate the BTC course(s) that the instructor is applying to teach by the BTC Catalog number
    b) Original or notarized copies of college and university transcripts indicating degree(s) conferred and specifying all applicable post-secondary coursework
    c) Up-to-date resume that accurately reflects all employers and work-related experience
    d) Copy of DPI teaching certificate(s)

2. An exception to the March 1 deadline for an application for approval to teach an Advanced Standing Course will be made in the event in the event a high school teacher that has been approved for teaching a Transcripted Credit course resigns or retires after March 1. In this situation the district may submit an application for approval of the newly hired teacher, or a teacher reassigned from within the district, up until June 15 for approval to teach the Transcripted Credit course in the Fall semester. Applications for a replacement teacher to teach the Transcripted Credit course received after June 15 will be considered along with all of the regular district applications for the Fall semester of the following academic year.

3. For occupational courses, copies of required occupational certifications required for the discipline.

4. The Early College Specialist will receive the credentialing application materials and submit completed applications to the Office of Academic Affairs for College review and approval.

5. After College review and approval:
    a) The College-Credentialed High School Instructor's academic file is sent to BTC Human Resources to start the onboarding process and authorize BTC email and Blackboard access. The academic files are retained in the Human Resources Department.
    b) The BTC Early College Specialist and BTC Instructional Supervisor are notified of which BTC courses the College-Credentialed High School Instructor is approved to teach.
    c) College-Credentialed High School Instructors will receive notification of approval to teach Transcripted Credit courses, a BTC email address and Blackboard login from the BTC Early College Specialist.
    d) College-Credentialed High School Instructors will be assigned a BTC Faculty Mentor.

College-Credentialed High School Instructor Provisioning Process

- BTC Human Resources initiates a Banner record and provisioning process for the College-Credentialed High School Instructor.
- BTC Human Resources notifies the BTC Early College Specialist and the Instructional Supervisor and Administrative Assistant of the academic department when the College-Credentialed High School Instructor is setup in Banner and SumTotal.
- BTC Instructional Supervisor notifies BTC Faculty Mentor of the College-Credentialed High School Instructor, and the assigned Faculty Mentor reaches out to the new instructor.
- BTC Early College Specialist notifies the College-Credentialed High School Instructor and provides them with their BTC username and password.

- BTC Early College Specialist works with the Registrar's staff to have Course Registration Numbers (CRN) created and provides the names of College-Credentialed High School Instructors to be assigned to each section.

College-Credentialed High School Instructor Responsibilities

Administrative Responsibilities for Transcripted Credit Courses

- Develop a course syllabus in WIDS for review by your BTC Faculty Mentor and upload the syllabus into the designated syllabus area in Blackboard for each Transcripted Credit course is taught.

- Attend all mandatory Transcripted Credit workshops and meetings; failure to attend a required event may lead to suspension of the College-Credentialed High School Instructor's approval to teach Transcripted Credit courses.

- Coordinate the student application and registration processes for each Transcripted Credit Course taught. The BTC Early College Specialist will provide instructions along with the course registration number (CRN).

- Submit course grades in Blackboard using the BTC grading scale. The instructions are provided in Blackboard.

- The first time a College-Credentialed High School Instructor teaches a Transcripted Credit course they are required to meet in person or via Zoom with the BTC Faculty Mentor to discuss course content and assessments.

- Maintain communications with the assigned BTC Faculty Mentor throughout the semester to ensure that the content, rigor and assessment standards of the BTC course are being met. Communications may be in person, via Zoom, by phone or by email.

Instructional Responsibilities for Transcripted Credit Course

- College-Credentialed High School Instructors are responsible for teaching and assessing student learning for all of the course competencies using the Blackboard learning management system. Within the Blackboard course shell the College-Credentialed High School Instructors will be provided BTC course curriculum, textbook information, course assessments, and course grading scale. These materials must be used by the College-Credentialed High School Instructor teaching a Transcripted Credit course.

- For each Transcripted Course taught, the College-Credentialed High School Instructor is expected to upload a course syllabus in Blackboard that is reviewed and approved by their BTC Faculty Mentor.

- High school students enrolled in a Transcripted Credit course will be required to take and pass all assessments provided in Blackboard.

- College-Credentialed High School Instructors may add or supplement content and/or materials, but may not remove any BTC course content/materials.

- The textbook for the course is the same as used by BTC faculty; a substitute may be used with written consent from BTC Faculty Mentor.

- College-Credentialed High School Instructors may keep dual grade books, allowing for a separate grading scale at the high school.

Transcripted Credit Program Policies

BTC Grading Scale

The College-Credentialed High School Instructor shall enter grades for each student that they teach no later than 3 days following the end of the term for the course. All grades must be entered in Blackboard, with the exception of Withdrawals and grades of F, which should be emailed directly to the Early College Specialist for processing.

Grades earned through dual enrollment will become part of students' permanent college transcripts. Grading should follow the scale adopted by BTC. Moreover, standard rounding should be applied to grades, except in specific courses intended to mirror nationally approved standardized exams.

A	A/B	B	B/C	C	D	F
93-100%	88-92%	80-87%	75-79%	70-74%	60-69%	=<59%

College-Credentialed High School Instructors have the ability to withdraw students from the course by emailing the Early College Specialist. In consultation with their College-Credentialed High School Instructor, students can withdraw from the Transcripted Credit course for BTC credit but still earn high school credit. Students complete this process by filling out a withdrawal form (provided by Early College Specialist) and obtain College-Credentialed High School Instructor and parent/guardian signature. Deadlines associated with withdrawals can be found in the Application and Registration Guide.

Long-Term Substitute Teachers of Transcripted Credit Courses

A substitute teacher assigned to a Transcripted Credit course for more than 15 hours of instructional time must meet the same credential and experience requirements as a College-Credentialed High School Instructors. The application and approval process for substitute teachers follows the same process outlined above.

Accommodations for Students with Disabilities in Transcripted Credit

College-ready high school students who receive high school accommodations can also receive college accommodations for BTC Transcripted Credit enrollment courses. For the student to receive college credit for the Transcripted Credit course, the school district is required to provide the accommodations outlined in the student's IEP, while BTC Disability Services staff determines the type, level, and duration of the accommodation.

As soon as a high school student with a disability decides to take a Transcripted Credit course to receive college credit, students with the assistance of the Special Education Teacher, should request college accommodations by should request college accommodations by contacting the Access & Accommodations Office, disabilityinfo@blackhawk.edu or 608.757.7796. Documentation supporting the student's disability also must be submitted to Disability Services. Once notified of a need for accommodations, Disability Services will work directly with the identified Special Education teacher and student to ensure that the student's accommodations are being met.

For questions, please contact BTC Disability Services at: 608-757-7796.

Possible college accommodations that may be approved, depending upon the student's disability include:

- Extended test time (1.5X or 2.0X), taking tests in a reduced distraction area, utilizing speech software, or the use of a calculator (math disability). If available, copies of high school instructor's notes as a note taking accommodation.
- High School Instructors are not allowed to eliminate answers on a test or provide a word bank as these are not approved post-secondary accommodations.
- Test questions can be read, but NOT explained.
- Students are not allowed to use notes on tests unless this is something that is being provided to the entire class.

Recommended Text for High School Course Description Guides

High schools are asked to advertise Transcripted Credit courses in their course description guides or handbooks. **Agreements do not automatically roll over from year to year. Please keep this in mind when putting together course description guides**. BTC recommends the following information be included in course description guides for courses that are eligible for dual credit:

- BTC Course Title
- BTC Course Number
- Number of BTC credits students are eligible to earn
- A statement resembling the following:

    "BTC Transcripted Credit may be awarded for this course pending BTC's annual Transcripted Credit approval/re-approval process. College-ready high school students who complete all BTC course requirements earn credit on a BTC transcript. BTC course requirements and grading scale may be different from the high school course requirements and scale. Students should consult with their high school instructor on their eligibility to earn BTC college credit for the course at the end of the semester or school year."

How Students Claim and Use Transcripted Credit Earned

Once students successfully complete their Transcripted Credit course and grades have been posted to their student MyBTC account, students may request an official BTC transcript by following the instructions on the BTC website here:

- https://www.blackhawk.edu/Request-Transcripts

Students can take a technical college transcript to another college and request, at minimum, elective credit for college credit earned through BTC when they are seeking admission.

Chapter 3. Advanced Standing Program Guidelines

What are Advanced Standing courses?
- Advanced Standing courses are offered by participating high schools and are taught by high school instructors.
- Advanced Standing courses have learning outcomes that align to a BTC course (or courses) through an articulation agreement between the high school instructor and BTC.

Why should a student choose an Advanced Standing course?
- Students who earn a B or better in an Advanced Standing course can earn transfer credits at BTC for the Advanced Standing courses when they enroll at BTC after high school graduation.
- Advanced Standing credits may apply directly to the student's program of study at BTC, saving them time and money to earn an associate degree, technical diploma, or industry-recognized credential.

School District & Advanced Standing High School Instructor Responsibilities
- School districts review high school courses for alignment to BTC credit courses and determine what Advanced Standing options they can offer.
- High school teachers develop the curriculum and/or modify current curriculum to align with BTC's course learning outcomes.
- High school teachers submit Advanced Standing course materials annually to Early College Specialist **by March 1** for BTC to review. The following materials must be included:
    - Application form (see Appendix B)
    - Syllabus
    - Course Outcomes Summary (Please include course catalog description)
    - Assessment Plan: Can include, final exam, quizzes, summative assessment
    - Copy of the Advanced Standing high school instructor's DPI license
    - Textbook (or relevant curriculum)
- An exception to the March 1 deadline for an application to teach an Advanced Standing Course will be made in the event that a teacher is declined for approval to teach a Transcripted Credit occupational course after March 1 based on BTC review. In this situation the district may submit an application for the teacher to teach the course for Advanced Standing dual credit up until June 15 for the Fall semester. This exception does not apply to transferable general education courses.
- Offer approved courses for Advanced Standing dual credit.
- The school district indicates Advanced Standing on the students' high school transcript with "AS" or "Advanced Standing."

BTC Advanced Standing Responsibilities and Expectations
- Publish Advanced Standing course options annually.
- Early College Specialist will provide a WIDS curriculum file with BTC course competencies for school districts upon request.
- Review Advanced Standing course materials after school district submission. Notify the school district that the course is within one of the following categories:
    - Approved for Advanced Standing, no changes required
    - Denied for Advanced Standing

- o Pending Approval for Advanced Standing under conditions

- Support Advanced Standing high school instructors throughout the year by staying in touch, answering questions, etc.
- Encourage school districts to shift CTE courses from Transcripted Credit to Advanced Standing

Costs Related to District Offerings of Advanced Standing Courses

School districts are responsible for all expenses related to the High School Instructor's time and labor required to establish and maintain the course articulation agreement, develop the curriculum and syllabus, instruct the course, and for the district's purchase of required textbooks.

Advanced Standing Program Policies

- Students will receive transfer credit at BTC for Advanced Standing coursework under the following conditions:
    - o Receive a B or higher in all terms the course is delivered
- "AS" or "Advanced Standing" is designated next to the course on the official high school transcript.
- Transferable General Education courses are not eligible to be offered as Advanced Standing courses (effective academic year 2023-2024).
    - o Students who transfer in Advanced Standing credit for transferable general education courses completed prior to 2023-2024 will not be able to apply the credit to BTC's Associate of Arts or Associate of Science University Transfer Degrees (BTC Policy I-175).
- An Advanced Standing course may have a change of instructors if the new instructor continues to teach the approved curriculum. To maintain Advanced Standing approval the district must notify the Early College Specialist of the instructor change.

Chapter 4. General Policies – Applicable to Transcripted Credit and Advanced Standing

- MOU must be signed by June 1 for the upcoming academic year. Failure to submit a signed MOU by June 1 will result in the dissolution of the MOU.

- BTC is responsible for supporting and prioritizing the school districts in Rock and Green counties. MOU agreements with school districts outside of Rock and Green counties will be reviewed on a case-by-case basis, and they are encouraged to collaborate with their district technical college on dual credit opportunities.

Chapter 5. Division and Department Transcripted Credit and Advanced Standing Course Options

Manufacturing, Apprenticeship, Transportation, and Technology (MATT) Division				
Course	**BTC Credits**	**BTC Course Number**	**TC**	**AS**
Automotive				
Service Fundamentals 1	1 Credit	10-404-100	x	x
Service Fundamentals 2	1 Credit	10-404-101	x	x
Steering and Suspension 1	1 Credit	10-404-656	x	x
Steering and Suspension 2	1 Credit	10-404-106	x	x
Brake Service 1	1 Credit	10-404-102	x	x
Brake Service 2	1 Credit	10-404-103	x	x
Automotive Machine Shop	1 Credit	10-404-139	x	x
Electro-Mechanical Technology, Automation Systems Technology, Manufacturing Engineering Technology, Industrial Maintenance Mechanic				
Safety	1 Credit	10-449-425	x	x
Print Reading for Manufacturing	1 Credit	31-421-310	x	x
Basic Mechanics	1 Credit	10-620-146	x	x
Fundamentals of DC Circuits 1	1 Credit	10-620-101	x	x
Programming Fundamentals 1	1 Credit	10-620-111	x	x
Electro-Mechanical Technology, Automation Systems Technology, Manufacturing Engineering Technology				
Robotics 1* *(Faunic Robot required)*	1 Credit	10-620-126	x	
Automation Systems Technology, Manufacturing Engineering Technology				
CAD Fundamentals - 2D Drawing	1 Credit	10-606-480	x	x
CAD Fund-Solid Modeling	1 Credit	10-606-176	x	x
Welding, Diesel, Electro-Mechanical Technology, Industrial Maintenance Mechanic				
Intro to Welding	1 Credit	10-442-142	x	x
Shielded Metal Arc Welding 1	1 Credit	10-442-143	x	x
Welding				
Welding Shop Safety	1 Credit	10-442-141	x	x
Welding Blueprint Reading 1	1 Credit	10-442-153	x	x
Print Reading for Manufacturing	1 Credit	31-421-310	x	x
Flux Cored Arc Welding 1	1 Credit	10-442-148	x	x
Flux Cored Arc Welding 2	1 Credit	10-442-149	x	x
Gas Metal Arc Welding 1	1 Credit	10-442-155	x	x
Gas Metal Arc Welding 2	1 Credit	10-442-156	x	x
Gas Metal Arc Welding 3	1 Credit	10-442-157	x	x

Gas Metal Arc Welding 4	1 Credit	10-442-158	x	x
Gas Tungsten Arc Welding 1	1 Credit	10-442-161	x	x
Shielded Metal Arc Welding 2	1 Credit	10-442-144	x	x
CNC				
Print Reading for Manufacturing	1 Credit	31-421-310	x	x

Business Department				
Business Courses				
Course	**BTC Credits**	**BTC Course Number**	**TC**	**AS**
Office Technology				
Administrative Office Communications	3 Credits	10-106-127	x	x
Computer Software				
Introduction to MS Office Suites	2 Credits	10-103-106	X	x
Intro to Digital Photography & Color	1 Credit	10-203-131	x	x
Word Documents	2 Credits	10-103-138	X	x
Intro to Photoshop - Designing and Editing	1 Credit	10-103-133	x	X
Business Management				
Introduction to Business and Management	3 Credits	10-102-148	X	x
Business Career Planning & Communication	3 Credits	10-102-109	x	x
Business Law	3 Credits	10-102-160	x	x
Human Resources				
Human Resource Management	3 Credits	10-116-193	x	x
Marketing				
Marketing Principles	3 Credits	10-104-102	x	x
Education Courses				
Early Childhood Education			**TC**	**AS**
ECE: Foundations of Early Childhood	3 Credits	10-307-148	x	X
ECE: Infant & Toddler Development*	3 Credits	10-307-151	X	x
ECE: Health, Safety, and Nutrition*	3 Credits	10-307-167	x	x
ECE: Child Development	3 Credits	10-307-179	X	x
Special certifications needed to teach				
Foundations of Teacher Education				
EDU: Introduction to Educational Practices	3 Credits	10-522-103	x	X
EDU: Behavior Management	3 Credits	10-522-105	X	X
EDU: Child and Adolescent Development	3 Credits	10-522-106	x	X
EDU: Equity in Education	3 Credits	10-522-112	X	x
Agriculture Courses				
Introduction to Animal Science	3 Credits	10-006-180	x	X
Introduction to Plant Science	3 Credits	10-006-160	x	X
Culinary Arts				
Food Quantities and Measures	1 Credit	10- 316-104	x	X
Food Service and Sanitation	2 Credits	10- 316-147	x	x

General Education Department				
Course	**BTC Credits**	**BTC Course Number**	**TC**	**AS**
Communication Skills				
Communications - *AS only for 23-24*	2 Credits	31-801-311		x
English Composition 1	3 Credits	10-801-136	x	
Speech	3 Credits	10-801-198	x	
Mathematics				
College Algebra W/Trig Apps	5 Credits	10-804-195	x	
Intermediate Algebra W/Apps	4 Credits	10-804-118		x
Introductory Statistics	3 Credits	10-804-189	x	
Trade Math 1 *(replacing Shop Math 1)*	1 Credit	31-804-315		x
Natural Sciences				
General Anatomy and Physiology	4 Credits	10-806-177	x	
General Chemistry	4 Credits	10-806-134	x	
General Biology – *New for 23-24*	4 Credits	10-806-114	x	
General Physics 1	4 Credits	10-806-154	x	
Microbiology	4 Credits	10-806-197	x	
Survey of Physics – *AS only for 23-24*	3 Credits	10-806-139		x
Social Sciences				
Intro to Biochemistry	4 credits	10-806-186	x	
Introduction to Psychology	3 Credits	10-809-198	x	
Introduction to Diversity Studies	3 Credits	10-809-172	x	
Introduction to Sociology	3 Credits	10-809-196	x	
Health Sciences and Public Safety Division				
Course	**BTC Credits**	**BTC Course Number**	**TC**	**AS**
Medical Terminology	3 Credits	10-501-101	x	x

Advanced Standing Only Courses:

Accounting	4 Credits	10-101-111		x
Social Media Marketing 1	2 Credits	10-104-100		x
Social Media Marketing 2	3 Credits	10-104-101		x
Computer Basics	3 credits	10-860-764		x
Manual Milling 1	1 credit	32-444-100		x
Lathe Manual Basic 1	1 credit	32-444-102		x
Human Relations in an Industrial Setting	2 credits	32-462-322		x
(Craftsman with Character)				

Classes not offered as dual credit in 2023-24

Microeconomics	3	10-809-143	No BB Shell - Transferrable Gen ED

Project Lead the Way Opportunities – Advanced Standing Only

Introduction to Engineering Design			AS Only
CAD Fundamentals – Solid Modeling	1	606-176	X
Blueprint Reading	1	620-173	X
Basic Mechanics	1	620-146	X
Principles of Engineering			
Fundamentals of DC Circuits 1	1	620-101	X
Programming Fundamentals 1	1	620-111	X
Statics and Dynamics 1	1	606-155	x
Computer Integrated Manufacturing			
CAD Fundamentals – Solid Modeling	1	606-176	x
CNC G-Code Programming 1	1	444-110	x
Basic CAM - MasterCAM	1	444-140	x
Computer Science Principles			
Introduction to Programming	2	152-126	x
Cybersecurity	1	152-132	x
These are the current Strands BTC is able to align to PLTW curriculum			

Chapter 6. Information for Students and Families

Students who choose a Transcripted Credit course are choosing to become a college student at BTC. Students who choose an Advanced Standing course are choosing to engage in advanced, rigorous coursework. These choices give them a variety of options and services, and also allows them to gain an understanding of the expectations and rigor associated with college level academic work.

BTC Supportive Environment:
As a BTC Student you have access to all student support resources including:
- Student Success Center Services
- Tutoring
- Writing Center
- Library
- Academic Advising
- Accommodations and Access Services
- Counseling Services
- Early College Specialist at Blackhawk Technical College:
  - Alissa Grenawalt
    Email: agrenawalt4@blackhawk.edu
    Phone: 608-757-6983

Student Responsibilities:
- **Transcripted Credit Only:** Complete the BTC application as a Transcripted Credit student and work with their Transcripted Credit Instructor to register for the appropriate course.

- Work with their high school counselor to ensure they meet all prerequisite expectations for the course including placement scores and academic preparation.

- Commit a college approach to your course including hard work and discipline.

- College level courses will have the expectation of an advanced level of academic expectations and a student's approach to the course should include extra time and effort.

- Attend class and participate in all aspects of the learning environment.

- Attendance and participation are two essential elements of college level academics. Those who are engaged and disciplined in their efforts greatly increase their chances of success.

- Communicate and self-advocate when you face challenges.
  - College level concepts and coursework will likely be challenging for many students. It is a student's responsibility to reach out for assistance when needed. Advocating for your needs is a skill that will benefit a student throughout their academic career.

Family Support:
Student support systems play an integral role in student success and engagement and can be encouraged by:
- Asking specific questions about their Transcripted Credit course including what they are learning, what they enjoy, and what is challenging.

- Asking this type of question allows students to share their experience and reach out for help if needed.

- Rewarding their commitment and encouraging hard work.

- Taking on a college level course in high school is a large commitment and students should be congratulated for their efforts. Any kind of recognition will likely be welcomed and encourage successful completion.
- Who do I contact if I have any other questions or concerns?
- Your High School Counselor or your District point of contact for Dual Credit Programs

Frequently Asked Questions about Transcripted Credit for Students and Families

How do I know what Transcripted Credit and Advanced Standing courses are offered at my school?

- Participating high schools will publicize their offerings through a variety of means. Students interested in Transcripted Credit or Advanced Standing should contact their high school counselor directly.

How do I enroll in a Transcripted Credit course?

- You will initially work with your high school counselor to select an appropriate Transcripted Credit course.
- Once you begin attending that course, your College-Credentialed High School Instructor will help to coordinate the BTC application and registration processes during the first few weeks of class.
- First, complete the Transcripted Credit application for Blackhawk to officially become a Blackhawk student.
- Then, complete the registration process by following directions provided in an acceptance email you will receive after you complete the TC application.

How do I enroll in an Advanced Standing course?

- You will initially work with your high school counselor to select an appropriate Advanced Standing course.
- You will not apply to Blackhawk. You will earn transfer credit if you earn a B or better in the course and enroll at Blackhawk after you graduate from high school. (See more details below under "How does Advanced Standing Credit work?).

How Does Transcripted Credit for College Credit work?

- A Transcripted Credit course **IS** a BTC course, and therefore, if you take a Transcripted Credit course (and you receive a grade of C or better) you achieve college credit.
- As a college student you have access to your college transcript which reports your courses, grades, and credits.
- In some cases, a student can gain enough credits in high school to achieve a certificate, technical diploma, and/or an associate's degree.

How Does Advanced Standing Credit work?

- Advanced Standing courses are designated on the high school transcript with an "AS".
- Students who enroll at BTC after high school graduation and earned a B or better in the course earn transfer credit at BTC.
- Transfer credit is noted on the BTC transcript with a TR for a grade (transfer) instead of a letter grade.

What is the difference between Transcripted Credit course, a Start College Now course, and an Advanced Standing course?

Dual Credit Option	Definition
What is a Transcripted Credit Course?	• Transcripted Credit courses provide college ready high school students the opportunity to earn **both** high school and BTC college credit by taking an approved college-level course at the high school during the traditional school day. • Transcripted credit courses are taught by College-Credentialed High School Instructors. • Transcripted Credit is provided to students at no cost and is administered through annual agreements between BTC and school districts.
What is an Advanced Standing Course?	• Advanced Standing agreements are developed annually between BTC and high schools. • Advanced Standing courses are taught by high school instructors. The course content must demonstrate that students meet the same learning outcomes as the credit-bearing course at BTC. • Students who successfully complete an Advanced Standing course in high school with a grade of "B" or better will receive Blackhawk credit for prior learning for the equivalent course if they enroll at BTC within 5 years of high school graduation. • An Advanced Standing course meets all BTC program requirements associated with that course. The BTC credit is not guaranteed to transfer to other institutions. • Students are required to achieve a grade of "B" or better in the course to earn Advanced Standing credit, which is noted on the high school transcript.
What is the Start College Now program?	• The Start College Now program is an opportunity for college ready high school students to earn college and high school credits simultaneously. • Start College Now classes are delivered by BTC faculty and are offered, most often, at one of the BTC campuses. • Start College Now classes are approved by the high school's district administration and board. • The school district pays for the cost of the BTC course. • The Start College Now program and the BTC Transcripted Credit program are separate financing and instructional delivery systems; they operate with separate policies and procedures.

Appendix A. Transcripted Credit Application Forms

BLACKHAWK Technical College

Blackhawk Technical College - Office of Academic Affairs
College-Credentialled High School Instructor
Credential Review Form – Academic Programs

Please complete this form for a review of teacher credentials and qualifications for approval to teach Transcripted Credit courses as a College-Credentialled High School Teacher (CCHST). This review is to ensure that BTC is in compliance with the instructor credential requirements of the Higher Learning Commission – Dual Credit. In addition, Wisconsin State Statute and Administrative Code – Chapter TCS 3 (Certification of Personnel Requirements and Procedures), establishes the minimum standards and procedures for the approval of district educational personnel.

The College faculty and administration will review the credentials and approve the teacher for Transcripted Credit courses consistent with BTC, state and HLC requirements.

The Credential Review Form must be completely filled out and include a transcripts and resume prior to submission for review.

Section I: Teacher Information

High School District:_____

District Administrator:_____

High School Candidate's Name: _____

To ensure timely processing, please list all proposed BTC courses (course number and course title) the candidate may be assigned.

BTC Course Number	BTC Course Title	BTC Administrative Use Only	
		Approved	Disapproved

BTC Section II: Credential Review

Candidate Academic Credential(s): Check _all_ that apply

☐ **A**	Faculty teaching **general education** courses at the undergraduate level: • Master's degree in the teaching discipline **OR** • Master's degree with a minimum of 18 graduate semester hours in the teaching discipline	**B**	Faculty teaching **developmental** courses: Shop Math Any other course numbers • Bachelor's degree in the teaching discipline related to their teaching assignment **AND** • Either classroom experience in a discipline related to their teaching assignment or graduate semester hours in education	☐

Academic Degrees Earned:

Institution	Degree (s) Earned	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

Coursework for 18-graduate semester hour requirement (fill in only if applicable):

Coursework must be listed below. Attachment of transcript(s)in lieu of listing is **not** acceptable.

Institution	Course Number	Course Name	No. Hrs.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total: 18 Hours minimum

Teaching Qualification - Wisconsin Department of Public Instruction (DPI)

WTCS Guiding Principles and Protocol for High School Teachers Teaching WTCS Courses to High School Students require that a high school teacher must hold current DPI license in the course discipline they are seeking approval to teach.

License Type	Subject(s)	Valid From
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section III: Approval to Teach Transcripted Credit – Academic Programs

The high school teacher meets the BTC credential requirements for teaching the approved Transcripted Credit course(s) indicated on page 1.

BTC APPROVAL AND SIGNATURE SECTION

The applicant's minimum qualifications were reviewed and evaluated by:

Reviewer	Print Name	Signature	Approval to Teach TC Courses indicated on Page 1
BTC Faculty Subject Matter Expert			Yes ☐ No ☐
Administrative Chair			Yes ☐ No ☐
Instructional Dean/Director			Yes ☐ No ☐
Vice President of Academic Affairs			Yes ☐ No ☐

Completed form and transcripts should be routed to Early College Specialist to inform the high school of administration's decision and forward file to HR to enter in Banner to generate BTC ID number for email and Blackboard account access. BTC HR will retain the form and original transcripts in their office files.

Blackhawk Technical College - Office of Academic Affairs
College-Credentialled High School Instructor
Credential Review Form – Occupational Programs

Please complete this form for a review of teacher credentials and qualifications for approval to teach Transcripted Credit courses as a College-Credentialled High School Teacher (CCHST).

This review is to ensure that BTC is in compliance with instructor credential requirements of the Higher Learning Commission – Dual Credit. In addition, Wisconsin State Statute and Administrative Code – Chapter TCS 3 (Certification of Personnel Requirements and Procedures), establishes the minimum standards and procedures for the approval of district educational personnel.

The College faculty and administration will review the credentials and approve the teacher for Transcripted Credit courses consistent with BTC, state and HLC requirements.

The Credential Review Form must be filled out completely and include a transcripts and resume prior to submission for review.

Section I: Teaching Information

High School District:_____

District Administrator:_____

High School Candidate's Name: _____

To ensure timely processing, please list all proposed BTC courses (course number and course title) the candidate may be assigned.

		BTC Administrative Use Only	
BTC Course Number	**BTC Course Title**	**Approved**	**Disapproved**

Section II: Credential Review

Candidate Credential(s): Check _all_ that apply

| ☐ ▪ **A** | Faculty teaching **associate degree** courses not designed for transfer to the baccalaureate degree:

• A minimum of a bachelor's degree in the teaching discipline **OR**
• Associate's degree and demonstrated competencies in the teaching discipline. | ▪ **B** | Faculty teaching **certificate** courses that are not included in an associate degree:

• Certificate of completion and significant demonstrated work experience. | ☐ |
| ☐ ▪ **C** | Faculty teaching **certificate** courses that are included in an associate degree:

• A minimum of a bachelor's degree in the teaching discipline **OR**
• Associate's degree and demonstrated competencies in the teaching discipline | ▪ **D** | Need to follow Justification Process | ☐ |

Academic Degrees Earned:

Institution	Degree(s) Earned	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work Experience *(minimum of 2 years (4,000 hours) of documented Non-teaching work experience in related occupational field)*:

Name of Employer	Position Title	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certificates/Licensures (*in related occupational field*):

Name	Issuing Organization	Date of Expiration

Teaching Qualification - Wisconsin Department of Public Instruction (DPI)

WTCS Guiding Principles and Protocol for High School Teachers Teaching WTCS Courses to High School Students require that a high school teacher must hold current DPI license in the course discipline they are seeking approval to teach.

License Type	Subject(s)	Valid From

Section III: Approval to Teach Transcripted Credit – Occupational Programs

The high school teacher meets the BTC credential requirements for teaching the approved Transcripted Credit course(s) indicated on page 1.

BTC APPROVAL AND SIGNATURE SECTION

The applicant's minimum qualifications were reviewed and evaluated by:

Reviewer	Print Name	Signature	Approved
BTC Faculty Subject Matter Expert			Yes ☐ No ☐
Administrative Chair			Yes ☐ No ☐
Instructional Dean/Director			Yes ☐ No ☐
Vice President of Academic Affairs			Yes ☐ No ☐

Completed form and transcripts should be routed to Early College Specialist to inform the high school of administration's decision and forward file to HR to enter in Banner to generate BTC ID number for email and Blackboard account access. BTC HR will retain the form and original transcripts in their office files.

Appendix B. Advanced Standing Application Forms

ADVANCED STANDING REQUEST
INSTRUCTIONS

BLACKHAWK Technical College

Use this form as a request:

- ❑ For a new agreement
- ❑ To renew an existing agreement

TYPE OF REQUEST EXPLAINED

- Put a check by **New Agreement** if this is the first time that the high school course has been evaluated for an Advanced Standing agreement. All required materials need to be provided by the high school with the request upon submission

- Put a check by **Renew** if this is an existing agreement which has expired, but there has been no change in the Blackhawk or the high school course since the initial agreement. All required materials need to be provided by the high school with the request upon submission as we are auditing our previous AS agreements.

APPLICATION INSTRUCTIONS:

Follow the steps below in order to successfully complete items needed on page 2.

HIGH SCHOOL / DISTRICT INFORMATION

- Identify the high school and district making the request.
- List the name of the high school instructor submitting the request as the request initiator, including their email and phone number.
- Also include the high school point of contact from the district. This will allow BTC staff and Faculty Mentors to connect with the HS Instructor and staff as needed for the review.
- List any additional instructors who will be teaching the high school course as part of this request.

HIGH SCHOOL COURSE

- List only one course on each form unless two courses are needed to match the desired outcomes. Include the course title, course number, and high school credits.

BLACKHAWK COURSE

- A minimum of eighty percent commonality in course competencies i.e. course learning outcomes is required for a course to be considered for advanced standing. List the Blackhawk course that shares common outcomes with the high school course. Include the course title, course number, and college credits.

Submit the completed form with required materials with each course to the Blackhawk Technical College Early College Specialist. The form and materials will be forwarded to the appropriate Blackhawk faculty member, who will review and complete the bottom section of the form.

Please only submit pages 1 & 2 from this form when attaching the to an email.

AS Applications are due to Alissa Grenawalt, Early College Specialist at agrenawalt4@blackhawk.edu by March 1, 2023.

ADVANCED STANDING REQUEST
Due March 1, 2023

PRINT

BLACKHAWK Technical College

Email all completed materials for each AS course being requested to agrenawalt4@blackhawk.edu by March 1, 2023.
Incomplete information will be returned and not eligible for review.

HIGH SCHOOL / DISTRICT INFORMATION

High School Completes

High School / District: _____   Date: _____

HS Instructor: _____   District Point of Contact: _____

Email: _____   Email: _____

Phone: _____   Phone: _____

Additional Instructor(s): _____

HIGH SCHOOL COURSE	BLACKHAWK COURSE

Course Title: _____   Course Title: _____

Course #: _____   Credit: _____   Course #: _____   Credit: _____
(1 course per form unless combining courses to equal a Blackhawk course)

Course Title: _____

Course #: _____   Credit: _____   *Please see the BTC Course listing for AS options on page 3*

TYPE OF REQUEST

☐ **NEW AGREEMENT**   or   ☐ **ANNUAL RENEWAL**

The following materials are required:

☐ HS Course Description   ☐ Course Syllabus   ☐ Course Learning Outcomes   DPI License - copy

Assessment Plan* i.e. Final Exam, Sample Tests, Quizzes and/or Summative Assessments   *Please include samples of these items with application*

☐ Textbook (title/publisher): _____

REQUEST EVALUATION   *To be completed by BTC*

BLACKHAWK Completes

Request Evaluator: _____

Email: _____   Phone: _____

Decision

☐ Approved
　　☐ Standard Conditions – *Students must earn a grade of "B" (3.0) or better*
　　☐ Other Conditions: _____
☐ Denied (list reasons i.e. unmet competencies, recommendations or other rationale)

_____
_____
_____
_____

Evaluator's Signature: _____   Date: _____

Administrative Chair/ Dean Signature: _____   **Date:** _____

Effective Date: _____   **Expiration Date:** _____

Evaluator please forward to Dean/Assoc. Dean for signature. Dean please return Alissa Grenawalt, Early College Specialist after signature.