



BLACKHAWK Technical College

Transcripted Credit **HANDBOOK**

2024-2025 Academic Year



Table of Contents

Table of Contents	2
Glossary of BTC Dual Credit Terms	3
Chapter 2. Transcribed Credit Program Guidelines.....	4
What are Transcribed Credit courses?	4
Why should a student choose a Transcribed Credit course?.....	4
BTC Responsibilities and Expectations	4
BTC Faculty Mentor Responsibilities	5
Guidelines for Instructional Review of a Transcribed Credit Course.....	5
Resolving Issues of Concern Regarding Instruction in a Transcribed Credit Course	6
School District Responsibilities.....	6
Costs Related to District Offerings of Transcribed Credit Courses	6
High School Teacher Credentialing Process.....	7
College-Credentialed High School Instructor Provisioning Process	7
College-Credentialed High School Instructor Responsibilities	8
Administrative Responsibilities for Transcribed Credit Courses.....	8
Instructional Responsibilities for Transcribed Credit Course	8
Transcribed Credit Program Policies	9
BTC Grading Scale	9
Long-Term Substitute Teachers of Transcribed Credit Courses.....	9
Accommodations for Students with Disabilities in Transcribed Credit	9
Recommended Text for High School Course Description Guides.....	10
How Students Claim and Use Transcribed Credit Earned	10
Chapter 4. General Policies – Applicable to Transcribed Credit	10
BTC Dual TC Credit Options By Division and Department – 24-25 AY	11
<i>Manufacturing, Apprenticeship, Transportation, and Technology (MATT) Division</i>	<i>11</i>
<i>Business Department</i>	<i>11</i>
<i>Education Courses</i>	<i>11</i>
<i>Agriculture Courses.....</i>	<i>12</i>
<i>Culinary Arts</i>	<i>12</i>
<i>General Education Department.....</i>	<i>12</i>
Chapter 6. Information for Students and Families.....	13
BTC Supportive Environment:.....	13
Student Responsibilities:.....	13
Family Support:	13
Frequently Asked Questions about Transcribed Credit for Students and Families	14
How do I know what Transcribed Credit courses are offered at my school?.....	14
How do I enroll in a Transcribed Credit course?	14
How Does Transcribed Credit for College Credit work?	14
What is the difference between Transcribed Credit course, Advanced Standing, Start College Now course or contracted course?.....	15
Appendix A. Transcribed Credit Application Forms	16

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 Transcribed Credit (TC), Advanced Standing (AS), *Start College Now (SCN)*, and Other High School Programs (OHSP).

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.
- **Transcribed 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 Transcribed 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. Transcribed Credit Program Guidelines

What are Transcribed Credit courses?

- Transcribed 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 Transcribed 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, Transcribed 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.
- Transferability: Credits could transfer at other post-secondary institutions.

BTC Responsibilities and Expectations

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

- BTC Transcribed Credit courses each have credential and experience requirements for a district teacher to be approved as a College-Credentialed High School Instructor to teach.
- The BTC Early College Specialist provides a list of courses eligible for Transcribed Credit along with the minimum credential and experience requirements to teach a TC 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 collaborate with the high school teacher to submit an application for college review of credentials and experience for approval to teach Transcribed Credit courses.
- Districts are responsible for selecting the courses that their College-Credentialed High School Instructors will teach for Transcribed Credit each academic year.
- Districts will provide the BTC Early College Specialist with an annual plan for Transcribed Credit course offerings.
- BTC is responsible for providing the school district with an annual Memorandum of Understanding (MOU) approving the Transcribed Credit courses that will be offered and confirming that College-Credentialed High School Instructors are assigned by the district to teach them.
 - Transcribed Credit courses will be taught using the Blackboard learning management system on semester-based 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.
 - Transcribed Credit courses are approved for in-person classroom delivery. Online or hybrid modalities for delivery of a Transcribed 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.
 - Transcribed 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.

- Transcribed 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 Transcribed 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 Transcribed Credit course to be taught.
 - If a BTC Faculty Mentor does not feel that College-Credentialed High School Instructor is prepared to teach the Transcribed College course content, they will notify the BTC Early College Specialist and their Instructional Supervisor.
 - BTC Faculty Mentors must have pre-approval for travel expenses 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 aid and support the instructional content, rigor, assessment, and grading requirements for Transcribed Credit courses.
- Visit the College-Credentialed High School Instructor's high school classroom and Blackboard course shell. The BTC Early College Specialist will assist with coordinating campus and classroom visits.
- For more information on the BTC Faculty Mentor see [Appendix A](#).

Guidelines for Instructional Review of a Transcribed Credit Course

- The BTC Faculty Mentor will conduct an annual review of the instruction provided for the Transcribed Credit course to assure the following:
 - The BTC course syllabus is accurate and being implemented.
 - College-Credentialed High School Instructor is using the textbook assigned to the course, or the equivalent with consent from the BTC Faculty Mentor.
 - The College-Credentialed High School Instructor and the high school students are utilizing Blackboard for instruction and assessment of course competencies.

Resolving Issues of Concern Regarding Instruction in a Transcribed 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/or 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 Instructional Supervisor.
- The BTC Early College Specialist will notify the district point-of-contact about the issue of concern and the resolution, as appropriate.
- Approval for Transcribed 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 Transcribed 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.
- Enable district technology to allow high school students and College-Credentialed High School Instructors to register for Transcribed Credit courses. Technology access is also required for BTC network login-in access, email, Blackboard and related instructional technologies in the high school classroom.
- Communicate guidelines and information about the BTC Transcribed Credit Program partnership to district administrators, instructors, staff, students, and parents.
- Communicate what courses will be offered for Transcribed Credit in each high school to instructors, staff, students and families.
- Coordinate College-Credentialed High School Instructors, including:
 - Assign Transcribed Credit courses
 - Ensure that College-Credentialed High School Instructors are meeting BTC expectations for curriculum, instruction and assessment utilizing Blackboard
 - Communicate College-Credentialed High School Instructors' concerns to the BTC Early College Specialist
 - 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 Transcribed Credit application and register into the Transcribed Credit courses.
- Collaborate with BTC to develop new opportunities for Transcribed Credit and other partnerships.

Costs Related to District Offerings of Transcribed 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 curriculum and Blackboard, instruct the course, register and grade students. The school district is also responsible for providing the required textbooks for Transcribed 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) Transcribed 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 a high school teacher that has been approved for teaching a Transcribed 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 Transcribed Credit course in the Fall semester. Applications for a replacement teacher to teach the Transcribed Credit course received after June 15 will be considered along with all 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 Transcribed 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 Transcribed 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 Transcribed Credit course taught.
- Attend all mandatory Transcribed 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 Transcribed Credit courses.
- Coordinate the student application and registration processes for each Transcribed 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 Transcribed 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 Transcribed Credit Course

- College-Credentialed High School Instructors are responsible for teaching and assessing student learning for all 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 Transcribed Credit course.
- For each Transcribed Course taught, the College-Credentialed High School Instructor is expected to upload a course syllabus from WIDS into Blackboard; the syllabus should be reviewed and approved by their BTC Faculty Mentor.
- High school students enrolled in a Transcribed Credit course will be required to take 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; 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 2 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 Transcribed 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 Transcribed Credit may be awarded for this course pending BTC's annual Transcribed 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 Transcribed Credit Earned

Once students successfully complete their Transcribed 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 4. General Policies – Applicable to Transcribed Credit

- 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. 2024-25 Transcribed Credit Course Options

BTC Dual TC Credit Options By Division and Department – 24-25 AY

Manufacturing, Apprenticeship, Transportation, and Technology (MATT) Division

Electro-Mechanical Technology, Automation Systems Technology, Manufacturing Engineering Technology, Industrial Maintenance Mechanic

Course	BTC Credits	BTC Course Number	TC		Pre-req's	Materials Needed
Safety	1 Credit	10-449-425	x			
Print Reading for Manufacturing	1 Credit	31-421-310	x			
Automation Systems Technology, Manufacturing Engineering Technology						
CAD Fundamentals - 2D Drawing	1 Credit	10-606-480	x			
CAD Fund-Solid Modeling	1 Credit	10-606-176	x			

Business Department

Course	BTC Credits	BTC Course Number	TC		Pre-req's	Materials Needed
Computer Software						
Introduction to MS Office Suites	2 Credits	10-103-106	X			Office 365
Intro to Digital Photography & Color	1 Credit	10-203-131	x			
Word Documents	2 Credits	10-103-138	X			
Intro to Photoshop - Designing and Editing	1 Credit	10-103-133	x			
Business Management						
Introduction to Business and Management	3 Credits	10-102-148	X			
Business Career Planning & Communication	3 Credits	10-102-109	x			
Business Law	3 Credits	10-102-160	x			
Human Resources						
Human Resource Management	3 Credits	10-116-193	x			
Marketing						
Marketing Principles	3 Credits	10-104-102	x			

Education Courses

Course	BTC Credits	BTC Course Number	TC		Pre-req's	Materials Needed
Early Childhood Education						
ECE: Foundations of Early Childhood	3 Credits	10-307-148	x			
ECE: Infant & Toddler Development*	3 Credits	10-307-151	x			
ECE: Health, Safety, and Nutrition*	3 Credits	10-307-167	x			
ECE: Child Development	3 Credits	10-307-179	x			
<i>*Special certifications needed to teach</i>						
Foundations of Teacher Education						
EDU: Introduction to Educational Practices	3 Credits	10-522-103	x			
EDU: Behavior Management	3 Credits	10-522-105	x			
EDU: Child and Adolescent Development	3 Credits	10-522-106	x			

EDU: Overview of Special Education - NEW	3 Credits	10-522-107	x			
EDU: Equity in Education	3 Credits	10-522-112	x			
Agriculture Courses						
Introduction to Animal Science	3 Credits	10-006-180	x			
Introduction to Plant Science	3 Credits	10-006-160	x			
Culinary Arts						
Food Quantities and Measures	1 Credit	10- 316-104	x			
Food Service and Sanitation*	2 Credits	10- 316-147	x		Serve Safe Certification required as part of course	
General Education Department						
Course	BTC Credits	BTC Course Number	TC			
Communication Skills						
English Composition 1	3 Credits	10-801-136	x			
Speech	3 Credits	10-801-198	x			
Mathematics						
College Algebra W/Trig Apps	5 Credits	10-804-197	x			
Introductory Statistics	3 Credits	10-804-189	x			
Natural Sciences						
General Anatomy and Physiology	4 Credits	10-806-177	x			
General Chemistry	4 Credits	10-806-134	x			
General Biology	4 Credits	10-806-114	x			
General Physics 1	4 Credits	10-806-154	x			
Microbiology	4 Credits	10-806-197	x			
Intro to Biochemistry	4 credits	10-806-186	x			
Social Sciences						
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			

Chapter 6. Information for Students and Families

Students who choose a Transcribed 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 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:

- Complete the BTC application as a Transcribed Credit student and work with their Transcribed 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 Transcribed 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 Transcribed Credit for Students and Families

How do I know what Transcribed Credit courses are offered at my school?

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

How do I enroll in a Transcribed Credit course?

- You will initially work with your high school counselor to select an appropriate Transcribed 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 Transcribed 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 Does Transcribed Credit for College Credit work?

- A Transcribed Credit course **IS** a BTC course, and therefore, if you take a Transcribed 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 degree.

What is the difference between Transcribed Credit course, Advanced Standing, Start College Now course or contracted course?

Dual Credit Option	Definition
<i>What is a Transcribed Credit Course?</i>	<ul style="list-style-type: none"> • Transcribed 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. • Transcribed credit courses are taught by College-Credentialed High School Instructors. • Transcribed Credit is provided to students at no cost and is administered through annual agreements between BTC and school districts.
<i>What is an Advanced Standing Course?</i>	<ul style="list-style-type: none"> • Advanced Standing agreements are developed annually between BTC and high schools. • Advanced Standing courses are taught by high school instructors. The course <u>content</u> 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.
<i>What is the Start College Now program?</i>	<ul style="list-style-type: none"> • 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 Transcribed Credit program are separate financing and instructional delivery systems; they operate with separate policies and procedures.
<i>What if my BTC Course is part of a Contract? How does that work for Dual Credit?</i>	<ul style="list-style-type: none"> • Students enrolled in a class at their high school that is taught through a BTC contract will receive a grade on a BTC Transcript as well as a HS Transcript. Students apply as Other High School Program students.

Appendix A. Transcribed Credit Application Forms



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

Please complete this form for a review of teacher credentials and qualifications for approval to teach Transcribed Credit courses as a College-Credentialed 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 Transcribed 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 Administrative Use Only	
BTC Course Number	BTC Course Title	Approved	Disapproved

BTC Section II: Credential Review

Candidate Academic Credential(s): Check *all* that apply

<input type="checkbox"/> A Faculty teaching general education courses at the undergraduate level: <ul style="list-style-type: none"> • Master’s degree in the teaching discipline OR • Master’s degree with a minimum of 18 graduate semester hours in the teaching discipline 	<input type="checkbox"/> B Faculty teaching developmental courses: Shop Math Any other course numbers <ul style="list-style-type: none"> • 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
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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.*

<u>Institution</u>	<u>Course Number</u>	<u>Course Name</u>	<u>No. Hrs.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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 Transcribed Credit – Academic Programs

The high school teacher meets the BTC credential requirements for teaching the approved Transcribed 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 <input type="checkbox"/> No <input type="checkbox"/>
Administrative Chair			Yes <input type="checkbox"/> No <input type="checkbox"/>
Instructional Dean/Director			Yes <input type="checkbox"/> No <input type="checkbox"/>
Vice President of Academic Affairs			Yes <input type="checkbox"/> No <input type="checkbox"/>

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-Credentialed High School Instructor
Credential Review Form – Occupational Programs**

Please complete this form for a review of teacher credentials and qualifications for approval to teach Transcribed Credit courses as a College-Credentialed 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 Transcribed 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

<input type="checkbox"/>	▪	A Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Certificate of completion and significant demonstrated work experience. 	<input type="checkbox"/>
<input type="checkbox"/>	▪	C Faculty teaching certificate courses that are included in an associate degree: <ul style="list-style-type: none"> • 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	<input type="checkbox"/>

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 Transcribed Credit – Occupational Programs

The high school teacher meets the BTC credential requirements for teaching the approved Transcribed 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 <input type="checkbox"/>	No <input type="checkbox"/>
Administrative Chair			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Instructional Dean/Director			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vice President of Academic Affairs			Yes <input type="checkbox"/>	No <input type="checkbox"/>

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.



Flexible Education. Supportive Environment.



For more information on Transcribed Credit Programs, contact:

ALISSA GRENAWALT
Early College Specialist



BLACKHAWK TECHNICAL COLLEGE
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