



Dual Credit Reference Guide for High School Instructors

Transcripted Credit

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07/9/2025

An Overview of Transcribed Credit

Transcribed Credit:

Transcribed credit provides high school students the opportunity to earn **both** high school and college credit by taking an approved college-level course taught by a high school instructor at the high school during the traditional school day. Southwest Wisconsin Technical College (Southwest Tech) and district high schools partner to offer these courses to high school students through a written articulation agreement.

Transcribed credit courses may be taught the entire school year (two semesters) or in a single semester format (fall or spring). High school instructors are required to teach the Southwest Tech course competencies in full in the high school course, however, the high school instructor may include additional material if time permits.

Southwest Tech allows a variety of introductory associate degree or technical diploma level courses to be offered for transcribed credit. Pages 11-14 provide a list of current courses that may be offered for dual credit, DPI license and industry certification requirements, and Southwest Tech mentor faculty contact information.

Teacher Certification Requirements to Teach Transcribed Credit Courses

Each instructor is required to submit (or currently have on file) a Southwest Tech faculty application and supporting documentation of credentials to teach transcribed credit courses. This application needs to be submitted only once during the instructor's career and will remain on file with Southwest Tech's Human Resources Department. The Southwest Tech faculty application can be found at <https://www.swtc.edu/forms/job-application>. A copy of the instructor's official college transcripts and current DPI teaching license documenting subject areas in which he/she is approved to teach must be also submitted with the faculty application. Southwest Tech staff will annually verify current licensure using the DPI Educator Lookup website. A current list of required DPI certifications is on pages 11-14 of this document. Emergency DPI licensure will not be accepted for teaching transcribed credit courses. After submitting the application, if the instructor is requesting transcribed credit, they will also need to call the Southwest Tech Human Resources Department at 608.822.2314 with his/her date of birth and social security number, which is used by Southwest Tech's reporting system to link the instructor to the courses he/she is approved to teach. The following are the requirements for teaching in specific discipline areas as determined by the Higher Learning Commission (HLC) and the Wisconsin Technical College System (WTCS):

For **Communications** courses, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a master's degree or above in specific communication discipline (e.g. speech, writing, etc.) or related field **OR** a master's degree in another area and at least 18 graduate credits in specific communication discipline (e.g. speech, writing, etc.) being taught.

For **Math** courses, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a master's degree or above in math or related field **OR** a master's degree in another area and at least 18 graduate credits in math.

For **Science** courses, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a master's degree or above in specific science discipline being taught (e.g. biology, chemistry or physics) or related field **OR** a master's degree in another area and at least 18 graduate credits in specific science discipline (e.g. biology, chemistry or physics) being taught.

For **Social Science** courses, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a master's degree or above in specific social science discipline (e.g. economics, psychology, or sociology) or related field **OR** a master's degree in another area and at least 18 graduate credits in specific social science discipline (e.g. economics, psychology, or sociology) being taught.

For **Career and Technical Education (CTE)** courses, including business and accounting, agriculture, technology and engineering education, and family and consumer science, the high school teacher must have a current DPI license in the discipline of the transcribed credit course **AND** a bachelor's degree or above in a related field **OR** an associate degree in a related field plus occupational experience (minimum of two years, or 4,000 hours, of which one year, or 2,000 hours, was within the last five years) to equal a bachelor's degree **OR** occupational experience only of 14,000 hours to equal a bachelor's degree. Some areas, including welding, digital photography, and carpentry, will require a concentration of related coursework or occupational experience outside of teaching as the bachelor's degree and DPI license alone may not meet Higher Learning Commission (HLC) credentialing requirements.

Beginning with the 2021-2022 school year, instructors teaching dual credit courses must be fully compliant with credentialing requirements. Agreements are established based on each individual instructor's credentials. When an instructor leaves a district, the agreement is terminated and will need to be reestablished with the new instructor if he/she is qualified to teach the course based on the above requirements. When there is a change in instructor, the school district should immediately inform the Southwest Tech Career Prep and Dual Enrollment Coordinator, so that the new instructor may submit the necessary documentation to determine if the agreement may be continued.

Agreements with instructors from K-12 districts outside of the Southwest Tech district may be considered on a case-by-case basis after the resident technical college district grants permission for that instructor and school district to work with Southwest Tech.

High school faculty are **required** to meet annually with Southwest Tech faculty and staff to review course curriculum. Meetings for this purpose will be scheduled during the school year and/or summer. The high school faculty are also required to maintain a connection with their Southwest Tech mentor instructor to ensure that content, rigor and evaluation standards of the Southwest Tech course are being met. High school teachers and Southwest Tech instructors should communicate in person, by phone, or by email at least three times per school year.

Instructional Guidelines

Transcribed Credit:

To ensure that students are meeting the required course competencies upon completion of the course, the high school teacher must teach 100% of the Southwest Tech course content.

- High school instructors will be provided Southwest Tech course curriculum, textbook

information, course assessment and grading information. These items must be used by the high school instructor teaching the course.

- Students enrolled in general education transcribed credit courses in the areas of communications, math, science, and social science will be required to take a final course assessment.
- Instructors are able to add or supplement content and/or materials, but they should not remove any Southwest Tech course content/materials. Course competencies must be taught in full in the high school course.
- Beginning with the 2021-2022 school year, the textbook for the course should be the same as that used by Southwest Tech faculty or a comparable text may be used with dean and faculty approval.
- A dedicated classroom space will be provided by the school district for the course to be taught during the scheduled class time.
- When needed, properly equipped laboratories will be in place.
- Courses may be taught either in a semester or year-long format, unless otherwise required by Southwest Tech.
- Students should generally be juniors or seniors to enroll for transcribed credit (exceptions include Microsoft courses, Computer Applications, and Personal Finance).
- Courses must be taught face-to-face, are to be classroom-based, and instructor-led. Courses cannot be offered via independent study. For distance education courses, see “Offering Transcribed Credit Courses via Distance Learning Networks” on page 8.

Instructional Review

The Southwest Tech faculty and/or deans will conduct a review of the instruction provided for the transcribed credit course to ensure the following:

- High school teachers demonstrate the ability to teach the competencies of the Southwest Tech course.
- For transcribed credit, the Southwest Tech course curriculum is being implemented and followed. High school teacher is using the textbook assigned to the course or a comparable text with dean and faculty approval.
- Onsite evaluation of each instructor conducted a minimum of every three years.
- Appropriate assessments are being utilized to determine achievement of the competencies.

Transcribed credit instructors will complete a course assessment for each course taught each semester or year following the same process as Southwest Tech faculty. Course assessments are due at the same time as final course grades. Transcribed credit course students will also complete an instructor/course evaluation upon completion of the course using the Southwest Tech SPOT survey process.

In the event there are concerns regarding the instruction of a transcribed credit course:

1. The Southwest Tech dean/faculty should address concerns with the Southwest Tech Career Prep Coordinator.
2. A discussion will occur between the Southwest Tech Career Prep Coordinator and Southwest Tech dean/faculty. An assessment will be done to determine what corrective actions, if any, need to be implemented.
3. Southwest Tech dean will notify the high school instructor and respective high school principal

of identified issues.

4. A corrective action plan will be developed and implemented, with monitoring by the Southwest Tech faculty if needed.
5. The agreement may be terminated if issues are not resolved.

Logistics and Deadlines

Transcripted Credit:

1. Submission of New Course Request and Course Outline - Due June 1

Course request form and syllabus/course outline for new agreement requests must be submitted no later than June 1 for each course planned to be offered for transcripted credit during the upcoming academic year to Brianna Fortney, Southwest Tech Career Prep Coordinator, at bfortney@swtc.edu.

Transcripted Credit:

1. Submission of Course Section Information – Due August 13

Course section information should be submitted through the Smart sheet link, <https://app.smartsheet.com/b/form/adf2d207cfd4b5e8551a6fb3b811910>, for course to be entered in Southwest Tech system.

2. Submission of Syllabus – Due August 13

Course syllabus should be updated for each course being taught in the current school year using the standard Southwest Tech syllabus format by downloading the corresponding syllabus from the Transcripted Credit Instructor Schoology 101 group. After downloading, updating and saving the document, it should be submitted using the Dropbox link located in the Schoology group.

3. Collection of Full Year and Fall Course Rosters – Due September 15

Rosters for each transcripted credit course will be due to Brianna Fortney by September 15. Roster information should include students first and last name as well as date of birth. This information will be used to register students for their appropriate course(s).

4. Registration of Students in Transcripted Credit Courses – Due October 15

Using the course roster, Southwest Tech staff will register students for their appropriate transcripted credit course(s) for the full year and/or fall semester.

Students must register for the transcripted credit course at the beginning of the semester or school year in which they participate in and plan to complete the course. Southwest Tech will not allow students to register for the transcripted course/credit after the course and school year have ended.

5. Verification of Transcripted Credit Course Roster and Attendance

High school instructors will be given access to Southwest Tech's Faculty Portal to verify their course roster. If they notice a student is missing, or a student needs to be removed, they will communicate with Brianna Fortney immediately. In addition to roster verification, each student needs to have a minimum of 60 minutes of attendance recorded. Attendance is recorded in the faculty portal.

Each high school instructor is expected to view their course roster following course registration to confirm that all students who desire to earn the transcribed credit are enrolled.

6. Course Withdrawal Information

High school instructors will inform enrolled students of the drop date for classes and confirm with students that they wish to remain enrolled and receive the grade as earned in the class posted on their Southwest Tech transcript, which becomes a part of the student's permanent record. It is the responsibility of the student to complete and submit a course change form if they desire to withdraw from the course within the approved drop period. Students are allowed to withdraw from the course until 80% of the class is completed.

7. Completion of Course Assessment through Charger Hub

High school transcribed credit instructors are required to perform course assessments of student learning with each course taught, each semester. These assessments are completed through the Southwest Tech Charger Hub.

8. Arrange for Administration of Student SPOT Survey

Students should complete the SPOT (Student Perception of Teaching) survey to provide feedback regarding course instruction. Survey results will be shared with high school instructors annually to assist in continuous improvement.

9. Submission of Southwest Tech Transcribed Credit Grades

High school instructors will submit their student's final course grades electronically through the Southwest Tech Faculty Portal.

Related Costs/Expenses

High Schools are responsible for expenses related to the teacher's time and labor required to establish and maintain the agreement, learn the course, teach the course, register and grade transcribed credit course students and for the district's purchase of textbooks (if required). The school district will provide dedicated space for the class to take place during the scheduled class period. Transcribed credit instructors are required to use Southwest Tech's LMS, Schoology, for verifying course rosters and for submitting student final course grades to Southwest Tech. Instructors will be expected to complete a Schoology 101 orientation session. All transcribed credit instructors are required to attend the Dual Credit Summit held annually in August.

Southwest Tech is responsible for the expenses related to the college instructor's time and labor to approve and evaluate teachers, identify courses and provide instructional support. The college also covers the expenses related to Southwest Tech staff to coordinate high school teacher certification for each high school teacher for every course, every year; to establish, write and maintain the service agreement; to enter the Southwest Tech high school transcribed credit course information in Anthology; to assist high school teachers with registrations and grading; and to monitor student records.

Per transcribed credit requirements, a contract will be drawn up between the high school and Southwest Tech. The contract will explain that Southwest Tech will charge the high school for the cost of student registrations, including tuition and course fees, and the high school in turn will charge Southwest Tech for the cost of instruction, which will be the SAME as the cost of student registrations. The approximate cost of the tuition is \$160.00 per credit. The number of credits per course will typically

range from 1 – 4 credits, and each course will have additional material and activity fees which vary by course.

After all registration forms have been processed, Southwest Tech will generate a “reference only” billing invoice to the high school. There will be **no payment due**. The invoicing process is necessary in order to issue academic credit to the students. As a result of the “exchange of services” contract in which Southwest Tech provides the accredited curriculum and the high school provides the instructor and use of their facility, there are **no instructional charges** to the high school.

Long-Term Substitute Teachers of Transcribed Credit Courses

In the case of long-term substitute teaching a transcribed credit course, the substitute instructor must meet the same qualifications as the high school teacher with whom the original agreement was established. This includes possessing a current DPI license in the applicable discipline area and required educational credentials, as well as meeting with Southwest Tech faculty to ensure that approval has been granted by Southwest Tech and the appropriate paperwork is on file.

Offering Transcribed Credit Courses via Distance Learning Networks

Southwest Tech **may allow** high schools on a very limited basis to offer transcribed courses over distance learning networks (SRTNC, etc.), with the following guidelines:

1. Schools must have approval for the agreement from Southwest Tech **PRIOR** to listing the course in network course guides/catalogs and allowing students from other districts to enroll,
2. High school teacher must inform Southwest Tech which high schools* will be receiving the course,
3. All Southwest Tech requirements, curriculum and expectations must be met (laboratory requirements, etc.).

*If students from outside the Southwest Tech district are enrolled in the course, prior approval from that school district’s home technical college must be obtained for those students to enroll in and receive credit for the course through Southwest Tech.

Questions regarding offering courses over distance education networks should be directed to Brianna Fortney at bfortney@swtc.edu.

Accommodations for Students with Disabilities

Students with disabilities who receive high school accommodations/modifications may also receive accommodations while taking Southwest Tech courses for transcribed credit. Students taking transcribed credit courses provided by their high school are encouraged to contact Southwest Tech Disability Services staff to determine the accommodations allowed for the Southwest Tech course.

Students requesting accommodations for a transcribed credit course should complete an online “Accommodation Request Form” available at <https://www.swtc.edu/forms/accommodations-request-form>. Documentation supporting the student’s disability should also be submitted to Disability Services.

Once notified of a need for accommodations, Disability Services staff will work directly with the student using an interactive process to determine appropriate accommodations. Accommodations for the transcribed credit course will be provided in collaboration with the identified Special Education teacher. For questions, please contact Disability Services at disabilityservices@swtc.edu or 608.822.2631.

1. Possible accommodations that may be approved depending upon the student need and disability include extended test time, taking the test in a reduced distraction area, utilizing text to speech software, or note-taking assistance.
2. Common accommodations allowed in the IEP that may not be allowed at the post-secondary level for transcribed credit courses include modifying assignment length, eliminating answers or providing a word bank on a test, and using notes on tests unless this provision is being provided to the entire class.
3. Test questions can be read, but NOT explained.

Recommended Verbiage to Include in High School Course Description Guides

High schools are asked to promote transcribed credit courses in their course description guides or registration handbooks, and high school courses should include these designations in the course description guide.

Southwest Tech recommends the following information be included in course description guides for courses that are approved for transcribed credit:

- Southwest Tech course title
- Southwest Tech course number
- Number of Southwest Tech credits students are eligible to earn
- A statement similar to the following:
Southwest Tech transcribed credit may be awarded for this course pending Southwest Tech's transcribed credit approval/reapproval process. Students enrolled in the course for Southwest Tech credit will be awarded a grade based on the grading scale established for the course. Students should consult with their high school teacher to determine whether he/she should enroll in the course for transcribed credit.

Further, per DPI requirements, dual credit coursework should be documented on the local high school transcript with a "TC" for transcribed credit. This documentation does not mean that the student has earned the credit, only that they were enrolled in a course at the high school level that was available as transcribed credit. Transcribed credit earned will be based on completion of Southwest Tech course registration with the grade received documented on a Southwest Tech transcript.

How Students Claim and Use Credit Earned

Transcribed Credit:

After a student successfully completes a transcribed credit course, he/she is able to view course grades and print an unofficial transcript by logging in to his/her mySWTC student account and clicking on "My Transcript" in the menu on the left-hand side of the page. If needed, the student may request an official Southwest Tech transcript by following the instructions at <https://www.swtc.edu/student-resources/policies-procedures/transcripts>.

All transcribed credit courses are intended to prepare students for entry into programs at Southwest Tech, and most Southwest Tech transcribed credit courses apply directly to programs offered at Southwest Tech. Following high school graduation students are encouraged to consider utilizing credit earned in high school by enrolling in a program of interest at the Southwest Tech. Southwest Tech also has many transfer agreements with four-year college partners for all associate degree programs allowing students to continue post-secondary studies to earn a Baccalaureate degree. Information on these opportunities can be found on Southwest Tech's website, <https://www.swtc.edu/academics/transfer-agreements/>.

Students may take a technical college transcript to another college and request, at minimum, elective credit for college credit earned through Southwest Tech when they are seeking admission. Students will need to advocate for themselves and the college credit they have already earned with their admissions advisor, registrar or records staff. Information specific to transferring of credits to colleges may be checked through the Transferology website at <https://www.transferology.com/state/wisconsin.htm>. It is entirely at the discretion of the receiving institution as to how and if they will accept the credit earned at Southwest Tech.

Current Course List*

High school instructors requesting to teach transcribed credit courses must meet Southwest Tech qualifications as established for specific instructional areas by the Wisconsin Technical College System and the Higher Learning Commission (see pages 2-3 for requirements).

Course approval does not automatically carry over from year to year and is not transferable between teachers.

The following is a list of the current courses for which transcribed credit agreements have been established.

Course Title Course Number Amount of Credit	DPI License and Industry Certification Requirements	Southwest Tech Mentor Faculty Contact Information
Agriculture		
Animal Science 10-006-180 3 Credits	200 Agriculture	Ryan Weigel 608.822.2655 rweigel@swtc.edu
Consumer Equipment Maintenance & Repair 32-070-346 3 Credits	200 Agriculture Occupational Experience	John Kvigne 608.822.2730 jkvigne@swtc.edu
Intro to Soils 10-006-116 3 Credits	200 Agriculture	Andrew Dal Santo 608.822.2465 adalsantol@swtc.edu
Plant Science 10-006-160 3 Credits	200 Agriculture	Christina Winch 608.822.2744 cwinch@swtc.edu
Business and Management		
Accounting I 10-101-111 4 Credits	250 Business Education and/or 281 Business & Office- Vocational	Melinda Nicely 608.822.2425 mnicely@swtc.edu
Beginning Microsoft Office 10-103-128 1 Credit	250 Business Education and/or 281 Business & Office- Vocational	Josh Krohn jkrohn@swtc.edu
Beginning Microsoft Excel 10-103-106 1 Credit	250 Business Education and/or 281 Business & Office- Vocational	Josh Krohn jkrohn@swtc.edu
Business Law I 10-102-109 3 credits	250 Business Education and/or 281 Business & Office- Vocational	Michael Madsen 608.822.2657 mmadsen@swtc.edu
Intermediate Microsoft Excel 10-103-118 1 Credit	250 Business Education and/or 281 Business & Office- Vocational	Josh Krohn jkrohn@swtc.edu
Introduction to Business 10-102-105 3 Credits	250 Business Education and/or 281 Business & Office- Vocational	Derek Dachelet 608.822.2417 ddachelet@swtc.edu
Marketing Principles 10-104-130 3 Credits	250 Business Ed and/or 285 Marketing Ed-Vocational	Derek Dachelet 608.822.2417 ddachelet@swtc.edu

Personal Finance 10-102-151 1 Credit	250 Business Education and/or 281 Business & Office- Vocational	Derek Dachelet 608.822.2417 ddachelet@swtc.edu
QuickBooks 10-101-127 1 credit	250 Business Education and/or 281 Business & Office- Vocational Course Completion or Occupational Experience	Melinda Nicely 608.822.2425 mnicely@swtc.edu
General Studies		
Applied Mathematics 31-804-305 2 Credits	400 Math Education	Amanda Vissers 608.822.2615 avissers@swtc.edu
College Chemistry I 20-806-209 5 Credits	610 Chemistry	Tamara Griesel 608.822.2614 tgriesel@swtc.edu
College Technical Math 1A 10-804-113 3 Credits	400 Math Education	Michael Madsen 608.822.2657 mmadsen@swtc.edu
English Composition I 10-801-136 3 Credits	300 English	Alexa Chiefari 608.822.2619 achiefari@swtc.edu
Fundamentals of Chemistry 10-806-109 2 Credits	610 Chemistry	Tamara Griesel 608.822.2614 tgriesel@swtc.edu
College Physics I 10-806-143 3 Credits	625 Physics	Amanda Vissers 608.822.2615 avissers@swtc.edu
Intro to Psychology 10-809-198 3 Credits	740 Psychology	Lisa P Riley 608.822.2650 lpriley@swtc.edu
Intro to Sociology 10-809-196 3 Credits	701 Broadfield Social Science and/or 745 Sociology	Lisa P Riley 608.822.2650 lpriley@swtc.edu
Introductory Statistics 10-804-189 3 Credits	400 Math Education	Michael Madsen 608.822.2657 mmadsen@swtc.edu
Speech 10-801-198 3 Credits	300 English and/or 320 Speech Communications	Betsy Ralph-Tollefson 608.822.2656 btollefson@swtc.edu
Health, Education, and Public Safety		
ECE: Foundations of Early Childhood Education 10-307-148 3 Credits	210 Family & Consumer Ed AND 211 Child Services	Renae Blaschke 608.822.2459 rblaschke@swtc.edu
Industrial Occupations		
Automotive Maintenance 32-404-314 3 Credits	220 Technical Education Obtain/Maintain ASE Certification Occupational Experience	Tyson Larson 608.822.2602 tlarson@swtc.edu
GMAW – Equipment 31-442-327 1 Credit	220 Technical Education and/or 200 Agriculture Occupational Experience	Ed Anderson 608.822.2726 eanderson@swtc.edu

GTAW – Equipment 31-442-323 1 Credit	220 Technical Education and/or 200 Agriculture Occupational Experience	Ed Anderson 608.822.2726 eanderson@swtc.edu
FCAW – Equipment 31-442-332 1 Credit	220 Technical Education and/or 200 Agriculture Occupational Experience	Ed Anderson 608.822.2726 eanderson@swtc.edu
Oxyfuel Equipment 31-442-314 1 Credit	220 Technical Education and/or 200 Agriculture Occupational Experience	Ed Anderson 608.822.2726 eanderson@swtc.edu
Oxyfuel Gas Cutting & Gouging 31-442-311 1 Credit	220 Technical Education and/or 200 Agriculture Occupational Experience	Ed Anderson 608.822.2726 eanderson@swtc.edu
SMAW – Equipment 31-442-320 1 Credit	220 Technical Education and/or 200 Agriculture Occupational Experience	Ed Anderson 608.822.2726 eanderson@swtc.edu

*The course list is not all-inclusive, and other courses may be considered at the request of high school instructors. The list reflects those agreements that have been established to date.

Questions?

For additional questions regarding transcribed credit, please contact Brianna Fortney, Southwest Tech Career Prep Coordinator, at 608.822.2483 or bfortney@swtc.edu.

Sample Transcribed Credit Agreement

Transcribed Credit Partnership Agreement

Between [High School Name], Southwest Wisconsin Technical College, [Mentor Instructor],
and [Mentee Instructor]

Purpose:

This yearly agreement celebrates the partnership between [High School Name], Southwest Wisconsin Technical College (Southwest Tech), [Mentor Instructor], and [Mentee Instructor] to offer **transcribed credit courses** that bring college learning directly to high school students. Together, we aim to:

- **Expand student access** to real college-level learning,
- **Support students in completing** both high school and postsecondary goals, and
- **Launch students** toward strong, sustainable futures through career and college success.

This agreement will renew annually, provided course instructors remain the same and there are no current changes to the course curriculum. Agreements will be reviewed annually to ensure they proudly align with:

- The **Higher Learning Commission's** standards for academic rigor and faculty qualifications,
- The **Wisconsin Technical College System (WTCS)** Educational Services Manual and Board Policies, and
- **Wisconsin Statutes** §§ 38.14(3) and 118.55, which encourage dual credit learning for students.

Terms of Agreement:

1. Course Offering & Approval

- Courses offered are **official Southwest Tech courses**, with the same content, outcomes, and rigor.
- The high school instructor (mentee) will teach from the **mentor's college syllabus**, adapting it only for the high school calendar.
- The mentee will meet **WTCS and HLC faculty qualifications** or be actively working toward them, making yearly progress, per SWTC's Human Resources team.
- All courses will be **approved by the appropriate Southwest Tech academic department**.

2. Mentorship & Professional Development

- The Southwest Tech mentor will support the high school instructor in **curriculum, assessment, teaching strategies, and student engagement**.
- At least one mentorship meeting is required each year:

- One during the **Fall Dual Credit Summit**, prior to the beginning of course instruction and
- For first time transcribed credit instructors, a **classroom observation, mentor guest lecture**, or class campus learning visit during the first term of instruction.
- The mentee will be invited to participate in **Southwest Tech professional development and teaching & learning community events**.

3. Student Eligibility & Support

- Students must meet any course **prerequisites** and participate in college-readiness.
- Students will receive access to:
 - **Southwest Tech resources including, academic and library resources**, and
 - **College support tools** to help them thrive.
- Every student will complete a **Southwest Tech application** and receive a **college ID and transcript** upon successful course completion.

4. Assessment & Continuous Improvement

- Each course will be part of **Southwest Tech's regular assessment cycle**.
- The high school instructor will document **student learning outcomes** through the course assessment system and review them collaboratively with the mentor at the **Dual Credit Summit**.
- Improvements will be guided by **student data, feedback, and shared goals** for equity and excellence.

5. Policy Alignment & Compliance

This agreement aligns with:

- **HLC Assumed Practices** (especially C-2: Faculty Roles and Qualifications),
- **WTCS Policy 150: Dual Credit and Transcribed Credit**
- **Wisconsin Statutes §§ 38.14(3) and 118.55**, and
- **Southwest Tech Strategic Directions and Student Success Plan systems**.

Celebrating Our Shared Purpose:

This agreement is more than paperwork — it reflects our **shared belief in student potential** and our joint mission to:

- Ensure **access** to college-level opportunities,
- Provide the tools and support students need to **complete meaningful goals**, and
- Help students take confident steps toward **thriving futures**.

We commit to supporting one another, building meaningful learning experiences, and celebrating the incredible growth of our students.

Courses: Please initial on the lines below if you are continuing to teach the following courses for this academic year.

- Speech _____
- English Composition 1 _____

Signatures:

High School Principal

Signature: _____ Date: _____

Name: _____

Mentor Instructor (Southwest Tech)

Signature: _____ Date: _____

Name: _____

Mentee Instructor (High School)

Signature: _____ Date: _____

Name: _____

Southwest Academic Dean

Signature: _____ Date: _____

Name: _____

Southwest Tech Chief Academic Officer

Signature: _____ Date: _____

Name: _____