



**Southwest Wisconsin
TECHNICAL COLLEGE**

Transcripted Credit: Instructor Reference Guide

2026-2027 Academic Year

A guide for high school instructors and administrators exploring transcripted credit opportunities with Southwest Wisconsin Technical College

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Transcripted Credit Overview

What Is Transcripted Credit?

Transcripted credit provides high school students with the opportunity to earn both high school and college credit by enrolling in an approved Southwest Wisconsin Technical College (Southwest Tech) course taught at their high school. These courses are delivered by qualified high school instructors and align with the same curriculum, competencies, and academic expectations as courses taught on Southwest Tech's campus.

This partnership between Southwest Tech and school districts ensures students experience authentic college-level learning while still being supported within their high school environment.

Why Transcripted Credit Matters

Transcripted credit expands access to meaningful college-level learning while helping students build confidence and prepare for postsecondary education.

Students gain early exposure to college expectations, explore career pathways, and develop independence before graduating. For schools and instructors, transcripted credit strengthens alignment with Southwest Tech and supports student readiness for continued education or the workforce.

Teacher Qualifications and Approval

High school instructors must meet credentialing requirements established by institutional accreditor, the Wisconsin Technical College System (WTCS) and Southwest Tech. These requirements ensure a consistent, high-quality college-level learning experience.

To be approved, instructors must:

- Hold a valid DPI teaching license in the appropriate subject area
- Submit a Southwest Tech faculty application
- Provide official college transcripts and/or resume

Approval is based on individual qualifications. If an instructor changes, the agreement must be reevaluated.

Mentor Support

Each transcribed credit course is supported by a Southwest Tech faculty mentor who provides guidance on curriculum, instruction, and course alignment.

Mentor contact information is shared with approved instructors and is available upon request.

Teacher Qualification Requirements by Discipline

In addition to holding a valid DPI teaching license in the appropriate subject area, instructors must meet specific educational requirements qualifications based on the discipline of the transcribed credit course. These requirements are established by the institutional accreditor, the Wisconsin Technical College System (WTCS) and Southwest Tech.

Communications

Instructors must hold a DPI license in the discipline 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 with at least 18 graduate credits in the communication discipline.

Mathematics

Instructors must hold a DPI license in the discipline and a master's degree or above in math or a related field, or a master's degree in another area and at least 18 graduate credits in mathematics.

Science

Instructors must hold a DPI license in the discipline and a master's degree or above in specific science discipline (e.g. biology, chemistry, or physics) or related field, or a master's degree in another area and at least 18 graduate credits in the specific science discipline.

Social Science

Instructors must hold a DPI license in the discipline and master's degree or above in the 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 the specific social science discipline.

Career and Technical Education (CTE)

For CTE courses the instructors must hold a DPI license and meet one of the following:

- A bachelor's degree or above in a related field
- An associate degree plus relevant occupational experience (minimum of two years, or 4,000 hours, of which one year, or 2,000 hours, was within the last five years)
- Occupational experience only of 14,000 hours

Some specialized areas (e.g. welding) may require additional coursework or experience.

Current Transcribed Credit Course Offerings

The following list represents current course offerings available for transcribed credit. Additional courses may be considered based on district interest, instructor qualifications, and program alignment.

Agriculture

Course Title	Course #	Credits
Animal Science	10-006-180	3
Consumer Equipment Maintenance & Repair	32-070-346	3
Intro to Soils	10-006-116	3
Plant Science	10-006-160	3

Business and Management

Course Title	Course #	Credits
Accounting I	10-101-111	4
Beginning Microsoft Office	10-103-128	1
Business Law I	10-102-109	3
Intermediate Microsoft Excel	10-103-118	1
Introduction to Business	10-102-105	3
QuickBooks	10-101-127	1

General Studies

Course Title	Course #	Credits
Applied Mathematics	31-804-305	2
College Chemistry I	20-806-209	5
College Physics I	10-806-143	3
College Technical Math 1A	10-804-113	3
English Composition I	10-801-136	3
Fundamentals of Chemistry	10-806-109	2
Intro to Psychology	10-809-198	3
Intro to Sociology	10-809-196	3
Introductory Statistics	10-804-189	3
Speech	10-801-198	3

Health, Education, and Public Safety

Course Title	Course #	Credits
ECE: Foundations of Early Childhood Education	10-307-148	3

Industrial Occupations

Course Title	Course #	Credits
Automotive Maintenance	32-404-314	3
GMAW – Equipment	31-442-327	1
GTAW – Equipment	31-442-323	1
FCAW – Equipment	31-442-332	1
Oxyfuel Equipment	31-442-314	1
Oxyfuel Gas Cutting & Gouging	31-442-311	1
SMAW – Equipment	31-442-320	1

Instructor Expectations and Responsibilities

Teaching a transcribed credit course requires maintaining the integrity, rigor, and expectations of a Southwest Tech course within the high school setting.

Instructors are expected to:

- Teach all required course competencies using approved curriculum and materials
- Assess student learning at the individual and course levels
- Ensure course rigor aligns with Southwest Tech expectations
- Maintain a classroom-based, instructor-led learning environment
- Communicate regularly with their assigned Southwest Tech faculty mentor
- Participate in annual curriculum review and professional development (including the Dual Credit Summit)

Instructional Expectations and Course Delivery

Courses may be offered in a semester or year-long format, and appropriate classroom or laboratory space must be provided. Students are typically juniors or seniors, and may complete a final assessment to demonstrate mastery of course competencies.

Instructors are responsible for helping students understand college-level expectations while supporting their development as independent learners.

Quality Assurance and Continuous Improvement

Southwest Tech conducts periodic reviews of transcribed credit courses to ensure alignment with college standards. These reviews may include classroom observations, evaluation of course materials, and assessment of student learning outcomes.

Instructors participate in course assessment processes and student feedback surveys, such as the Student Perception of Teaching (SPOT), to support continuous improvement.

If concerns arise, Southwest Tech works collaboratively with instructors and districts to identify solutions and provide support. In rare cases where concerns are not resolved, the agreement may be discontinued.

Key Responsibilities Throughout the Academic Year

Instructors can expect to engage in several key responsibilities throughout the academic year, including submitting course information and syllabi, providing student rosters, verifying enrollment and attendance, and submitting final grades.

Instructors also facilitate student feedback surveys and complete course assessments as part of Southwest Tech's continuous improvement process. Detailed instructions and timelines are provided in the Transcribed Credit Instructor Playbook.

Cost and Partnership Structure

Transcribed credit is made available to students through a partnership between Southwest Tech and participating school districts. High schools provide the instructor, instructional space, and materials, while Southwest Tech provides curriculum, faculty support, and administrative coordination.

A reference-only invoice is generated for course registration costs; however, no payment is required, as the partnership operates through an exchange-of-services model.

Questions and Next Steps

For additional information or to explore transcribed credit opportunities, please contact:

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