



Dual Credit Reference Guide for High School Instructors

**~Transcribed Credit~
~Advanced Standing~**

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An Overview of Transcribed Credit and Advanced Standing

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.

Advanced Standing:

Advanced standing provides high school students the opportunity to earn college credit, which is awarded upon enrollment in a program at a technical college, for a course taken while in high school. Advanced standing may also be referred to as “credit in escrow” because the application of the credit is delayed until the student enrolls at a technical college. With advanced standing the competencies of a high school course (or courses) are determined to be the equivalent or comparable to the competencies of a technical college course. Students who meet all conditions of the advanced standing agreement, which includes earning a grade of B or better, are recommended by the high school instructor to receive an advanced standing certificate from Southwest Tech. This certificate is sent to the student’s home address and is valid for twenty-seven (27) months from the date of the student’s high school graduation. Credit for the course will be granted upon enrollment in a program at Southwest Tech and presentation of the certificate, but no letter grade will be issued for the course. Southwest Tech and district high schools partner to offer these courses to high school students through a written articulation agreement.

Advanced standing 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 or advanced standing. Pages 11-14 provide a list of courses that may be offered for dual credit, DPI license and industry certification requirements, and Southwest Tech mentor faculty contact information. Requests for new course agreements should be directed to Mary Johannesen, Southwest Tech Career Prep Coordinator.

Teacher Certification Requirements to Teach Advanced Standing and 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 or advanced standing 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 or advanced standing 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.

For **Communications** courses, the high school teacher must have a current DPI license in the discipline of the transcribed credit/advanced standing 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/advanced standing 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/advanced standing 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/advanced standing 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/advanced standing 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 occupational experience outside of teaching as the bachelor's degree and DPI license may not meet HLC credentialing requirements.

Professional Development Plan to Maintain a Current Agreement through 2021:

If a current transcribed credit or advanced standing instructor does not have the required credential, the Human Resources staff will contact the high school teacher to establish a professional development plan to continue the current agreement. A meeting will be arranged with the instructor to create a professional development plan outlining graduate credit progression goals, including an annual minimum credit attainment goal. The completion deadline is May 30, 2021. If graduate credit attainment goals are not met for the current year, Southwest Tech Human Resources staff will meet with the instructor and school administrator to determine a plan to meet credit goals. If the goals are not attained in the next year, Southwest Tech will notify the school district of the discontinuation of the

agreement for the following school year.

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.

Advanced Standing:

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 competencies.

- High school instructors will be provided Southwest Tech course outcome summary, textbook information, and course assessment and grading information. These items are used for

- reference by the high school instructor as they are teaching their high school course.
- Instructors are able to add or supplement content and/or materials, but they should not remove any Southwest Tech course competencies as these must be taught in full in the high school course.
 - 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 be recommended for advanced standing (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 Advanced Standing 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 teacher demonstrates 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.
- For advanced standing, the Southwest Tech course competencies are being taught in full in the high school course.
- 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. Advanced standing will follow a similar process for instructional review.

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

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

Transcribed Credit and Advanced Standing:

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

Course request form and syllabus/course outline for new agreement requests must be submitted no later than July 1 for each course planned to be offered for transcribed credit or advanced standing during the upcoming academic year to Mary Johannesen, Southwest Tech Career Prep Coordinator, at mjohannesen@swtc.edu.

Transcribed Credit:

1. Submission of Course Section Information – Due August 31

Course section information should be submitted through the Smart sheet link, <https://app.smartsheet.com/b/form/d134d9c7ab2245d289e2e5c481bc9fa4>, for course to be entered in Southwest Tech system.

2. Submission of Syllabus – Due September 15

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 Transcribed 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. Registration of Students in Transcribed Credit Courses

Transcribed credit course instructors will assist students in completing the course registration process via the Southwest Tech Continuing Education Portal by October 1 for year-long and fall semester courses and by February 15 for spring semester courses. **Students must register for the transcribed 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 transcribed course/credit after the course and school year have ended.**

4. Verification of Transcribed Credit Course Enrollment/Withdrawal

High school instructors will be given access to Southwest Tech's LMS (Learning Management System), Schoology, to verify class members. **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.** 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.

5. 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.

6. 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.

7. Administration of Student Common Course Assessment

Students will complete a pre and post common course assessment to show competency growth/achievement attained in course. Results will be shared annually between Southwest Tech faculty course mentors and high school instructors to assist in continuous improvement. Areas of common deficiency will be identified for improved methods of instruction.

8. Submission of Southwest Tech Transcribed Credit Grades

At the end of the transcribed credit course, high school instructors will submit their student's final course grades electronically through Schoology. After grades are complete in Schoology, there is a final submission through CAMS. Grades should be submitted within 10 days of the high school semester/year ending, or no later than **February 10/June 20**.

Advanced Standing:

1. Submission of Advanced Standing Recommendation Forms

At the end of the advanced standing course, high school instructors will submit recommendations via a Smart Sheet form to Southwest Tech for all students meeting all requirements of the advanced standing agreement, regardless of a student's current post-secondary plans.

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 (or course competencies for advanced standing), register and grade transcribed credit course students or submit recommendations for advanced standing, 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 and advanced standing 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 CAMS; 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 \$140.00 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 or advanced standing 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 or Advanced Standing Courses via Distance Learning Networks

Southwest Tech **may allow** high schools on a very limited basis to offer transcribed credit or advanced standing 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 Mary Johannesen at mjohannesen@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 or advanced standing. 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 enrolled in advanced standing courses may follow the accommodations outlined in the local school district IEP.

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 and advanced standing 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.

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

Southwest Tech advanced standing may be awarded for this course pending Southwest Tech's advanced standing approval/reapproval process. Students meeting the requirements of the advanced standing agreement, which includes earning a grade of B or better in the course, may be recommended to Southwest Tech to receive advanced standing for the technical college course for which the advanced standing agreement has been established. Advanced standing credit is awarded to the student upon enrollment in a program at Southwest Tech and presentation of the advanced standing certificate by the student.

Further, per DPI requirements, dual credit coursework should be documented on the local high school transcript with an “AS” for advanced standing and “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 or advanced standing. Transcribed credit earned will be based on completion of Southwest Tech course registration with the grade received documented on a Southwest Tech transcript, and advanced standing will be documented by the awarding of an advanced standing certificate to those students who have earned a B or better in the course and were recommended by the instructor.

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 other Wisconsin technical colleges or UW system schools may be checked through the Transfer Information System website at <https://www.wisconsin.edu/transfer/>. It is entirely at the discretion of the receiving institution as to how and if they will accept the credit earned at Southwest Tech.

Advanced Standing:

Students who successfully complete a course for advanced standing will be recommended by the high school instructor to receive an advanced standing certificate from Southwest Tech. This certificate will be sent to the student's home address and is valid for twenty-seven (27) months from the date of the student's high school graduation. When enrolling in a program at Southwest Tech, the student should present the certificate to his/her admissions advisor, and if the course is applicable to the program in which the student is enrolling, credit will be granted to the student for the technical college course. No letter grade will be issued for the course. Other Wisconsin technical colleges may also accept the certificate if the same or comparable course is offered at that technical college. Four-year universities generally will not accept advanced standing.

Current Course List*

High school instructors requesting to teach transcribed credit and advanced standing 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 and advanced standing agreements have been established.

Course Title Course Number Amount of Credit	DPI License and Industry Certification Requirements	Southwest Tech Mentor Faculty Contact Information
Agriculture		
Agribusiness Management 10-006-163 3 Credits	200 Agriculture	Paul Cutting 608.822.2467 pcutting@swtc.edu
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	Jamie Horsfall 608.822.2465 jhorsfall@swtc.edu
Plant Science 10-006-160 3 Credits	200 Agriculture	Christina Winch 608.822.2744 cwinch@swtc.edu
Related Welding 32-442-301 2 Credits	220 Technical Education and/or 200 Agriculture Occupational Experience	Jeff Midtlien 608.822.2725 jmidtlien@swtc.edu
Business and Management		
Accounting I 10-101-111 4 Credits	250 Business Education and/or 281 Business & Office-Vocational	Gary Christiansen 608.822.2443 gchristiansen@swtc.edu
Accounting I-Part I 10-101-101 2 Credits	250 Business Education and/or 281 Business & Office-Vocational	Gary Christiansen 608.822.2443 gchristiansen@swtc.edu
Accounting I-Part 2 10-101-102 2 Credits	250 Business Education and/or 281 Business & Office-Vocational	Gary Christiansen 608.822.2443 gchristiansen@swtc.edu
Beginning Microsoft Access 10-103-111 1 Credit	250 Business Education and/or 281 Business & Office-Vocational	Dave Birkelo 608.822.2441 dbirkelo@swtc.edu
Beginning Microsoft Excel 10-103-106 1 Credit	250 Business Education and/or 281 Business & Office-Vocational	Dave Birkelo 608.822.2441 dbirkelo@swtc.edu

Beginning Microsoft Word 10-103-105 1 Credit	250 Business Education and/or 281 Business & Office-Vocational	Dave Birkelo 608.822.2441 dbirkelo@swtc.edu
Business Law I 10-102-109 3 credits	250 Business Education and/or 281 Business & Office-Vocational	Karyl Nicholson 608.822.2432 knicholson@swtc.edu
Color Theory 10-201-137 3 credits	220 Technical Education or 250 Business Education and/or 281 Business & Office-Vocational or Art Education	Katie Anderson 608.822.2647 kanderson@swtc.edu
Computer Applications 10-105-110 1 Credit	250 Business Education and/or 281 Business & Office-Vocational	Dave Birkelo 608.822.2441 dbirkelo@swtc.edu
Design Fundamentals 10-201-101 3 credits	220 Technical Education or 250 Business Education and/or 281 Business & Office-Vocational or Art Education	Katie Anderson 608.822.2647 kanderson@swtc.edu
Golf Course Design & Renovation 10-325-110 2 Credits	200 Agriculture	Scott Kennedy 608.822.2437 skennedy@swtc.edu
Intermediate Microsoft Excel 10-103-118 1 Credit	250 Business Education and/or 281 Business & Office-Vocational	Dave Birkelo 608.822.2441 dbirkelo@swtc.edu
Intermediate Microsoft Word 10-103-117 1 Credit	250 Business Education and/or 281 Business & Office-Vocational	Dave Birkelo 608.822.2441 dbirkelo@swtc.edu
Introduction to Business 10-102-105 3 Credits	250 Business Education and/or 281 Business & Office-Vocational	Paul Bell 608.822.2423 pbell@swtc.edu
Introduction to Digital Photography 10-203-131 3 credits	220 Technical Education or 250 Business Education and/or 281 Business & Office-Vocational or Art Education Occupational Experience	Katie Anderson 608.822.2647 kanderson@swtc.edu
Marketing Principles 10-104-130 3 Credits	250 Business Ed and/or 285 Marketing Ed-Vocational	Paul Bell 608.822.2423 pbell@swtc.edu
Microsoft PowerPoint 10-103-101 1 Credit	250 Business Education and/or 281 Business & Office-Vocational	Dave Birkelo 608.822.2441 dbirkelo@swtc.edu
Personal Finance 10-102-151 1 Credit	250 Business Education and/or 281 Business & Office-Vocational	Paul Bell 608.822.2423 pbell@swtc.edu
Portfolio Introduction 10-201-124 1 credit	220 Technical Education or 250 Business Education and/or 281 Business & Office-Vocational or Art Education	Katie Anderson 608.822.2647 kanderson@swtc.edu
QuickBooks 10-101-127 1 credit	250 Business Education and/or 281 Business & Office-Vocational Course Completion or Occupational Experience	Gary Christiansen 608.822.2443 gchristiansen@swtc.edu

General Studies		
Applied Mathematics 31-804-305 2 Credits	400 Math Education	Amanda Vissers 608.822.2615 avissers@swtc.edu
College Mathematics 10-804-107 3 Credits	400 Math Education	Amanda Vissers 608.822.2615 avissers@swtc.edu
College Technical Math 1A 10-804-113 3 Credits	400 Math Education	Michael Madsen 608.822.2657 mmadsen@swtc.edu
College Technical Math 1B 10-804-114 2 Credits	400 Math Education	Michael Madsen 608.822.2657 mmadsen@swtc.edu
Economics 10-809-195 3 Credits	710 Economics	Karyl Nicholson 608.822.2432 knicholson@swtc.edu
English Composition I 10-801-136 3 Credits	300 English	Anne Otto 608.822.2434 aotto@swtc.edu
Fundamentals of Chemistry 10-806-109 2 Credits	610 Chemistry	Tamara Griesel 608.822.2614 tgriesel@swtc.edu
General Anatomy & Physiology 10-806-177 4 Credits	605 Biology/Life Science	John Pluemeyer 608.822.2621 jwpluemeyer@swtc.edu
General Physics 10-806-154 4 Credits	625 Physics	Amanda Vissers 608.822.2615 avissers@swtc.edu
Introduction to American Government 10-809-122 3 credits	701 Broadfield Social Science, 725 History, or 735 Political Science	Chantel Hampton 608.822.2658 champton@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	Chantel Hampton 608.822.2658 champton@swtc.edu
Introductory Statistics 10-804-189 3 Credits	400 Math Education	Michael Madsen 608.822.2657 mmadsen@swtc.edu
Oral/Interpersonal Communication 10-801-196 3 Credits	300 English	Betsy Ralph-Tollefson 608.822.2656 btollefson@swtc.edu
Speech 10-801-198 3 Credits	300 English and/or 320 Speech Communications	Betsy Ralph-Tollefson 608.822.2656 btollefson@swtc.edu
Written Communication 10-801-195 3 Credits	300 English	Anne Otto 608.822.2434 aotto@swtc.edu
Workplace Communication 31-801-310 2 Credits	300 English	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-Carbon Steel (S Process)		
31-442-328 1 Credit	220 Technical Education and/or 200 Agriculture Occupational Experience	Jeff Midtlien 608.822.2725 jmidtlien@swtc.edu
SMAW – Equipment		
31-442-320 1 Credit	220 Technical Education and/or 200 Agriculture Occupational Experience	Jeff Midtlien 608.822.2725 jmidtlien@swtc.edu
SMAW		
31-442-3336 2 Credits	220 Technical Education and/or 200 Agriculture Occupational Experience	Jeff Midtlien 608.822.2725 jmidtlien@swtc.edu
Welding for Maintenance 10-620-124 2 Credits	220 Technical Education and/or 200 Agriculture Occupational Experience	Jeff Midtlien 608.822.2725 jmidtlien@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 Mary Johannesen, Southwest Tech Career Prep Coordinator, at 608.822.2367 or mjohannesen@swtc.edu.

Dual Credit Instructor Reference Guide, including required forms, may be found on the Southwest Tech website at: <https://www.swtc.edu/academics/earn-credit-in-high-school>.

Sample Transcribed Credit Agreement

HIGH SCHOOL TRANSCRIBED CREDIT AGREEMENT

Southwest Wisconsin Technical College

and

ABC High School
High School

Accounting
High School Course

Accounting I 10-101-111
Southwest Tech Course

Various
Southwest Tech Program(s)

Statement of Intent

The purpose of the Articulation Agreement is to facilitate the transition of students from the above named course at the secondary level into programs at Southwest Wisconsin Technical College, based on the achievement of competencies. Students are enrolled concurrently at the above named high school and Southwest Wisconsin Technical College in the course listed above. The undersigned agree that on completion of the above named secondary course, students have met the competencies required for the above named Southwest Tech course.

We, the undersigned representatives of the institutions, agree to the terms of this Transcribed Credit Agreement.

Southwest Tech

High School

Dean

High School Principal

Participating Instructor

Participating Instructor

Participating Instructor

Participating Instructor

Date

Date

Sample Advanced Standing Agreement

HIGH SCHOOL ARTICULATION/ADVANCED STANDING AGREEMENT

Southwest Wisconsin Technical College

and

ABC High School
High School

Accounting
High School Course(s)

Accounting I 10-101-111
Southwest Tech Course

Various
Southwest Tech Program(s)

Statement of Intent

The purpose of the Articulation Agreement is to facilitate the transition of students from the above named course at the secondary level into programs at Southwest Wisconsin Technical College, based on the achievement of competencies. The undersigned agree that on completion of the above named secondary course, students have met the competencies required for the above named Southwest Tech course.

Provisions:

1. Minimum grade: B
2. Advanced Placement Test Required: Yes X No
3. Additional Provisions: N/A

We, the undersigned representatives of the institutions, agree to the terms of this Articulation Agreement.

Southwest Tech

High School

Dean

High School Principal

Participating Instructor

Participating Instructor

Participating Instructor

Participating Instructor

Date

Date

Advanced Standing Certificate

This is to certify that

John Smith

Has successfully mastered the competencies necessary to earn advanced standing in

Written Communication 10-801-195

Upon enrollment and presentation of this certificate, credit will be granted through

Southwest Wisconsin Technical College

School District: ABC School
Date Issued: July 1, 2015
Expiration Date: September 1, 2017



Dr. Jason S. Wood, Southwest Tech President

New Course Agreement Request Form

Instructor Name: _____

High School: _____

Email Address: _____

Date: _____

Courses Requested:

1. Southwest Tech Course Name: _____

Southwest Tech Course #: _____

High School Course Name: _____

School Year Planned for Implementation: _____

Semester to be Offered: Fall Spring Full Year Approximate # of Students: _____

Requested for: Advanced Standing Transcribed Credit

2. Southwest Tech Course Name: _____

Southwest Tech Course #: _____

High School Course Name: _____

School Year Planned for Implementation: _____

Semester to be Offered: Fall Spring Full Year Approximate # of Students: _____

Requested for: Advanced Standing Transcribed Credit

3. Southwest Tech Course Name: _____

Southwest Tech Course #: _____

High School Course Name: _____

School Year Planned for Implementation: _____

Semester to be Offered: Fall Spring Full Year Approximate # of Students: _____

Requested for: Advanced Standing Transcribed Credit

To initiate process for requesting a new course agreement, return this completed form along with high school course syllabus/outline to Mary Johannesen, Career Prep Coordinator, at mjohannesen@swtc.edu. Requests for the upcoming academic year must be submitted no later than July 1.