

FVTC Staff Guide for Transcribed Credit (DUAL CREDIT)

GUIDELINES AND DIRECTIONS

Revised: April 2013

Purpose and Benefits

1. The FVTC department/instructor expresses an interest in establishing an articulation.
2. The FVTC department/instructor completes the "Articulation Agreement Checklist" and all answers are "yes."
3. The high school teacher completes an FVTC application and submits it and a copy of his/her current Department of Public Instruction (DPI) license to Tess Woods, FVTC.
4. The FVTC curriculum, outline, syllabus, competencies, objectives, assessment criteria and grading formula are shared.
5. A Memorandum of Understanding is written by the Office of K-12 Partnerships and signatures are secured [High School Principal, High School Teacher(s), FVTC Executive Vice President, FVTC Instructor(s)].

FVTC Articulation Office Responsibilities

1. Facilitate the articulation process.
2. Write, process, activate and monitor the MOU, the contract, FVTC classes and registrations.
3. Invoice the high school for the contract **and** process the requisition to pay the high school.
2. Maintain the MOU, contract and the FVTC class records.

FVTC Department/Instructor Responsibilities

1. Complete the "Articulation Checklist for FVTC Staff."
2. Provide the high school teacher with curriculum and related materials for instruction.
3. Communicate (via telephone, email, or onsite) and provide assistance to the high school instructor to review course progress, address consistency and support the curriculum's content, rigor, assessment and grading requirements.

High School Administration Responsibility

1. Notify the FVTC Articulation Office of teacher changes.

NOTE: Because of certification and course requirements, the Transcribed Credit contract must be re-articulated if, at any time, the approved high school teacher leaves the high school or no longer teaches the course.

High School Teacher Responsibilities

Return the following documents & information to the **FVTC Office of K-12 Partnerships**

1. Complete the FVTC application (no transcripts needed) and submit it along with a copy of the current DPI license.

NOTE: The high school teacher certification and the course must be re-approved annually.

2. Work with the FVTC instructor to assure that the content, rigor, and evaluation standards of the FVTC course are met.
3. Provide the class start and end dates.
4. Assist online student registration process.
 - Semester one deadline: Thanksgiving
 - Semester two deadline: St Patrick's Day
5. Provide the FVTC grade roster to the high school staff person responsible for VEERs reporting.

High School Student Responsibilities:

1. Acquire grades via the Web at www.fvtc.edu or submit a written transcript request.

Purpose and Benefits

1. To provide a method to deliver seamless transition instruction.
2. To provide students the opportunity to earn technical college credit while in high school.

Definition and Requirements

1. The FVTC course, including its curriculum, objectives, competencies and rigor is taught at the high school.
 - The assessment criteria and grading formula established by FVTC must be followed.
 - The textbook to be used to teach the course is the same or is an agreed upon equivalent textbook.
 - FVTC curriculum is not shared with other high schools.
2. The course is taught by a high school teacher who meets Wisconsin Technical College System (WTCS) transcribed credit course certification requirements.
 - Current DPI license in appropriate content area as determined by WTCS
 - Completed FVTC application (no transcripts)
3. The course is a WTCS approved associate degree or technical diploma course.
4. Credits awarded through transcribed credit result in FTE's in the technical college system but **NOT** for state aid purposes.
5. The FVTC course is offered to high school students through a §38.14 "wash" contract.
 - The high school is charged course and material fees per student/per course.
 - The high school charges FVTC back the same dollar amount for the instructor.
6. The student is registered in an FVTC course and receives an FVTC grade.
7. The transcribed credit course must be re-approved annually.
8. The high school teacher certification must be re-approved annually.

Procedure for Development:

1. The FVTC department/instructor, Articulation staff and the high school teacher/staff meet.