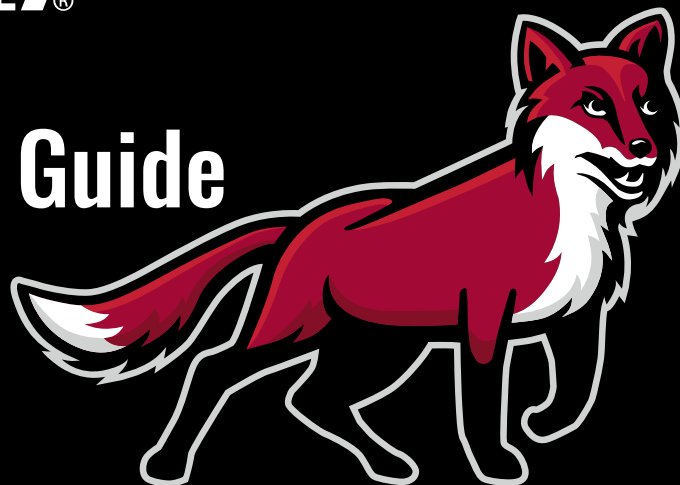




Early College Credit Guide



www.fvtc.edu/K12StaffResources

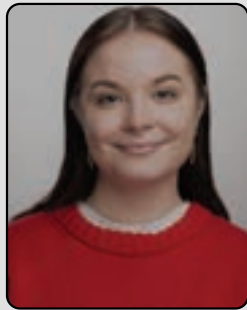
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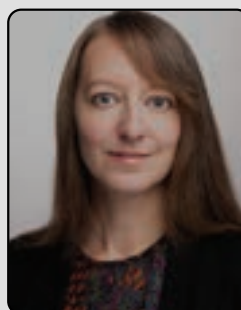
Welcome to the Fox Valley Technical College team! Together, FVTC and your school district provide exciting opportunities for kids to explore potential careers, earn early college credit and save money on their future degrees. This guide will help you understand the different types of early college credit courses, the qualifications required to teach and the process for getting started. Once an agreement is in place, faculty liaisons and the K-12 Partnerships team will be with you every step of the way.



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Middle School & K12 Career Exploration

Email: k12partnerships@fvtc.edu • Phone: 920-735-5640

Start College Now

Email: StartCollegeNow@fvtc.edu • Phone: 920-225-5900



Wisconsin Technical College (WTCS)
Articulation/Dual Enrollment Guiding Principles and Protocol
High School Teachers Teaching WTCS Courses to High School
Students

High school teachers teaching transcribed credit courses shall follow the same guiding principles. If a college chooses to enforce additional requirements they may do so. The high school and the instructor need to work with the Technical College in their district. If that district cannot provide the dual enrollment program or courses need to be articulated, then the Career Prep Coordinator is asked to reach out to another technical college for assistance, and grant permission to that college to assist the school district.

1. The High School teacher must hold a current DPI license in the discipline in which he/she would like to teach and be employed as a secondary school instructor by a K-12 district *within the Wisconsin technical college district*. In addition, the high school instructor must meet the individual college's credentialing requirements. The established protocol is to stay within the district. An out of district protocol may be considered on a case-by-case basis by the instructional or student services vice president depending on the district or their designee with the involvement of the technical colleges Career Prep Coordinator. In cases where the *in district* technical college does not offer the course or program, or chooses not to develop an agreement, or cannot find a solution for a student, an out of district protocol may be developed through mutual agreement between the vice presidents.
2. Following the development of an articulation agreement, the high school instructor may teach a technical college course to students within their high school of the Technical College District.
3. A written contractual agreement between a school district and a technical college will be created as part of the articulation agreement. ***These agreements will be reviewed annually by the college and their partner.***

It is recognized that each college must have a plan in place to assure that the goal of student attainment of competency is met. The plan each college creates will assure that high school students have met the course competencies following successful completion of a WTCS transcribed credit course. The plan must include the following:

- WTCS college curriculum, textbooks or related materials and appropriate assessments will be utilized
- When needed, properly equipped laboratories will be in place
- A dialogue will take place to include the high school and the WTCS faculty, as well as the WTCS Career Prep Coordinator prior to the course being offered
- If at any time the articulation agreement is not meeting the needs of the parties involved, the agreement can be dissolved and considered again in the future

A documented evaluation process needs to be in place to assure the following:

- Teacher has demonstrated the ability to teach the competencies of the full WTCS course
- That the WTCS' college curriculum is being implemented and followed
- That appropriate assessments are being utilized to determine acquisition of the competencies.

Dual Credit Open Enrollments/Distance Learning

Among Early College Credit options offered to high schools by FVTC, the Transcribed Credit/Dual Credit option consistently has the highest student enrollment each year. ***Dual Credit agreements are between FVTC, a specific high school and a specific high school teacher, allowing the credentialed high school teacher to deliver full college curriculum in a face-to-face format in their high school classroom at no cost to students, families or school districts.*** College curriculum is proprietary and may not be used outside such an agreement. In addition, the high school teacher collaborates with college faculty and staff as needed to ensure there is a proper understanding of processes and of the curriculum.

We recognize that there are challenges with finding teachers and that it is even more difficult in some cases to find teachers who meet the credentialing requirements to teach Dual Credit. However, if a school is willing to accept open enrollments from other high schools into their Dual Credit class, the following protocol must be followed, or Dual Credit will not be awarded.

1. **Preapproval** from K-12 Partnerships and FVTC Division Leadership is required **prior to the mid-May course submission deadline** for the following academic year.
2. Agreed upon open enrollments from other school districts must be included in the contract between FVTC and all participating school districts.
3. This option is **ONLY available for schools residing in the 5 county FVTC district.**
4. FVTC requires a full list of students who are open enrolling, including their home school, the exact courses they are attending and the specific high school they are open enrolling to.
5. Students from other school districts **must attend the class in person** with the approved Dual Credit teacher who has agreed to accept open enrollment students.
6. Distance learning options will only be considered for classes that require MindTap or digital access, and **ONLY if it is a virtual live class** that is being broadcast at **no charge via FVTC's Learning Management System (LMS.)**
7. There is **no cost** to the student, family or district for Dual Credit classes, other than required text and supplies.
8. ***Do not publish*** the approved Transcribed Credit/Dual Credit offerings in any distance learning course catalog

Opportunities for Early College Credit

Motivated students can earn more than technical college credits. They can complete many technical college credentials before high school graduation, at little to no cost to the student or family.

Academies

Academies are program specific pathways taught at Fox Valley Technical College campuses, by FVTC Instructors. These offerings are specifically designed for students who can articulate their career goals and want to get a head start on a specific set of classes or a credential that is embedded into a Technical Diploma and/or Associate Degree while still in high school. Please note: Prior approval from the student's school district is required for attendance. It is the responsibility of the student/family and school district to determine, prior to the class start date, who is responsible for payment. If payment responsibility is not established as part of the agreement, payment responsibility will default to the student and family. For more information, visit:

<https://www.fvtc.edu/academies>

Dual Credit

Fox Valley Technical College (FVTC) courses, taught at the high school, by a certified high school teacher. High school teachers are certified and mentored by FVTC faculty to duplicate competencies, curriculum, and assessment. The credits and grades earned will apply to both high school and college graduation at no cost to the student, school district or family. Dual Credit courses are *intended for juniors and seniors who are academically prepared for the rigor of college level classes* and who will also better retain course content as they transition into their programs of study beyond high school. Prior approval from FVTC Faculty Liaison is required for any freshman or sophomore students wishing to earn Dual Credit. For more information:

dualcredit@fvtc.edu

Start College Now

Qualified public-school juniors and seniors may take college-level classes at FVTC, if a comparable course is not offered within their district. Eligible students submit a "Start College Now" application and work with school counselors to select coursework. To obtain district school board approval, applications are due to the high school by March 1st for fall classes and October 1st for spring classes. All costs for this program are covered by the high school. For more information: StartCollegeNow@fvtc.edu

Middle School Resources

Career exploration for middle school students are offered through a variety of engaging options.

- **In-Person Tours and Events:** Visit our campus to explore careers firsthand. To schedule a visit, please contact us k12partnerships@fvtc.edu or call 920-996-2803.
- **Bring FVTC to Your School:** We can participate in career presentations, career fairs, or other career-related events at your school.
- **FVTC Summer Camps:** Our Summer Camps provide hands-on learning experiences for both middle school and high school students. Camp registration opens each March.

For more information visit: <https://www.fvtc.edu/k-12-partnerships/middle-school-resources>

Dual Credit Partnerships Roles and Responsibilities

High School Administrator Responsibilities:

- Meet with FVTC staff to establish partnerships for upcoming courses
- Ensure that instructors are scheduled to teach the courses they are identified and approved to teach.
- In Collaboration with the Master Scheduler at your high school, provide course schedules and any other required documentation to ensure accurate student enrollment and records
- Provide the facilities and resources needed to teach the course, including the most recent version of text or digital access to text that aligns with what is being used at FVTC.
- Provide all necessary student support services
- Maintain records of which students are enrolled in Fox Valley Technical College Dual Credit courses
- Grant high school credit for completion of Dual Credit courses
- Communicate to Fox Valley Technical College when a long-term substitute teacher is assigned to teach a Dual Credit class
- Ensure that each high school student has computer and internet access on registration day for each class

High School Teacher Responsibilities:

- Attend Annual Dual Credit Program Summit
- Course resources, including textbook, software and other materials as specified by your FVTC program faculty liaison must be used in conjunction with course content, assessments, and competencies to deliver each Dual Credit course.
- Teach 100% of the Fox Valley Technical College course competencies outline in the FVTC course syllabus provided by Faculty Liaison
- By the end of the 2nd week
 - Update and return syllabus to Liaison.
 - Assist Dual Credit students with FVTC account creation and enrollment, including Collaboration with the Master Scheduler at your school to coordinate desired FVTC visit to support this process
- Review class rosters (at least monthly) to verify course enrollments and withdrawals and notify K-12 Partnerships of any discrepancies, to ensure accurate records
- Ensure students are aware of FVTC policies regarding enrollment changes, including dropping and withdrawing from class. All Dual Credit grades are posted on a student's FVTC transcript and are part of a student's cumulative GPA. Other colleges will require the FVTC transcript as part of their admissions process. Please help to set students up for success by reinforcing this on the first day. A higher level of commitment to study time and course participation will be important

- If you feel that a student will not be successful in their Dual Credit course and wishes to withdraw, please follow the Dual Credit Academic Calendar/Guidelines for withdrawal procedures
- Grades must be entered into the FVTC grading system for each student within 48 hours of course completion. If courses are not graded by the high school teacher, students will not be eligible for Dual Credit
- Inform FVTC immediately of any changes to the teacher of record. Failure to do so will result in termination of the Dual Credit agreement
- Collaborate with the Master Scheduler at your high school to consolidate all Dual Credit schedules for the upcoming academic year. Final Schedules are due in mid-May each year

High School Master Scheduler Responsibilities:

- Serve as the consolidation point at the high school for dual credit course schedules
- In Collaboration with District Administrators at your high school, provide course schedules and any other required documentation to ensure accurate student enrollment and records
- Collaborate with the K-12 Partnerships office at FVTC to submit all Dual Credit course schedules, including Teacher of Record and specific course dates by the May deadline, each year.
- As annual course schedules evolve, keep the K-12 Partnerships team informed of any changes to your Dual Credit courses (semester offered, class is cancelled, long-term sub needed, etc.) so we can help determine next steps
- Serve as the Liaison between high school Dual Credit Teachers and FVTC staff to coordinate classroom visits to support student account creation and enrollments for each term
- Please use the FVTC course title and description to identify Dual Credit classes in your course catalog, so it is clear to students, parents and other educational institutions, should the credit be transferred. Be sure to coordinate with your Counseling team to ensure that a current list of DC classes is noted in your course catalog each year

High School Student Responsibilities:

- New Dual Credit Students are required to create a new student account and apply to the Dual Credit Program.
- New and Continuing Dual Credit students must enroll in FVTC courses within the first 2 weeks of each term, in order to be eligible to earn credit.
- Understand that Dual Credit courses require a higher level of commitment to study time and course participation.
- Students who are struggling can drop Dual Credit courses, up until the specified drop date each term. After that point, all Dual Credit grades are posted on a student's FVTC transcript and are part of a student's cumulative GPA. Students who plan to pursue post-secondary options outside of FVTC will be required to submit their FVTC transcript as part of their admissions process

FVTC K12 Partnerships Responsibilities:

- Collaborate with all FVTC divisions to ensure effective cross-college partnership, collaboration, and compliance
- Coordinate with Human Resources, Instructional Services, Information Technology, Admissions, Marketing, the Center for Instructional Excellence, and Finance
- Ensure compliance with Higher Learning Commission (HLC) requirements and teacher credentialing standards
- Provide training, guidance, and ongoing support for FVTC Faculty Liaisons
- Facilitate quarterly alignment meetings with industry partners, FVTC divisions, and K-12 leadership
- Support Human Resources with onboarding processes for high school instructors
- Deliver system training for high school staff, including Workday and Blackboard
- Collect and manage instructor schedules in collaboration with the master scheduler
- Distribute grading reminders and provide roster verification support
- Coordinate course creation with support from the Academic Operations Specialist (AOS) team
- Oversee student enrollment processes, including account creation, enrollment support, expectation setting, and pathway advising

FVTC Liaison Faculty Responsibilities:

- Prepare and support high school instructors as extensions of the FVTC instructional team
- Assist division leadership with faculty credentialing and compliance documentation
- Verify successful course implementation at participating high schools
- Plan and facilitate an annual liaison faculty summit
- Provide curriculum guidance and ongoing instructional support, including access to all course resources
- Ensure instructional consistency by verifying that high school instructors use the same textbooks and materials as FVTC college courses

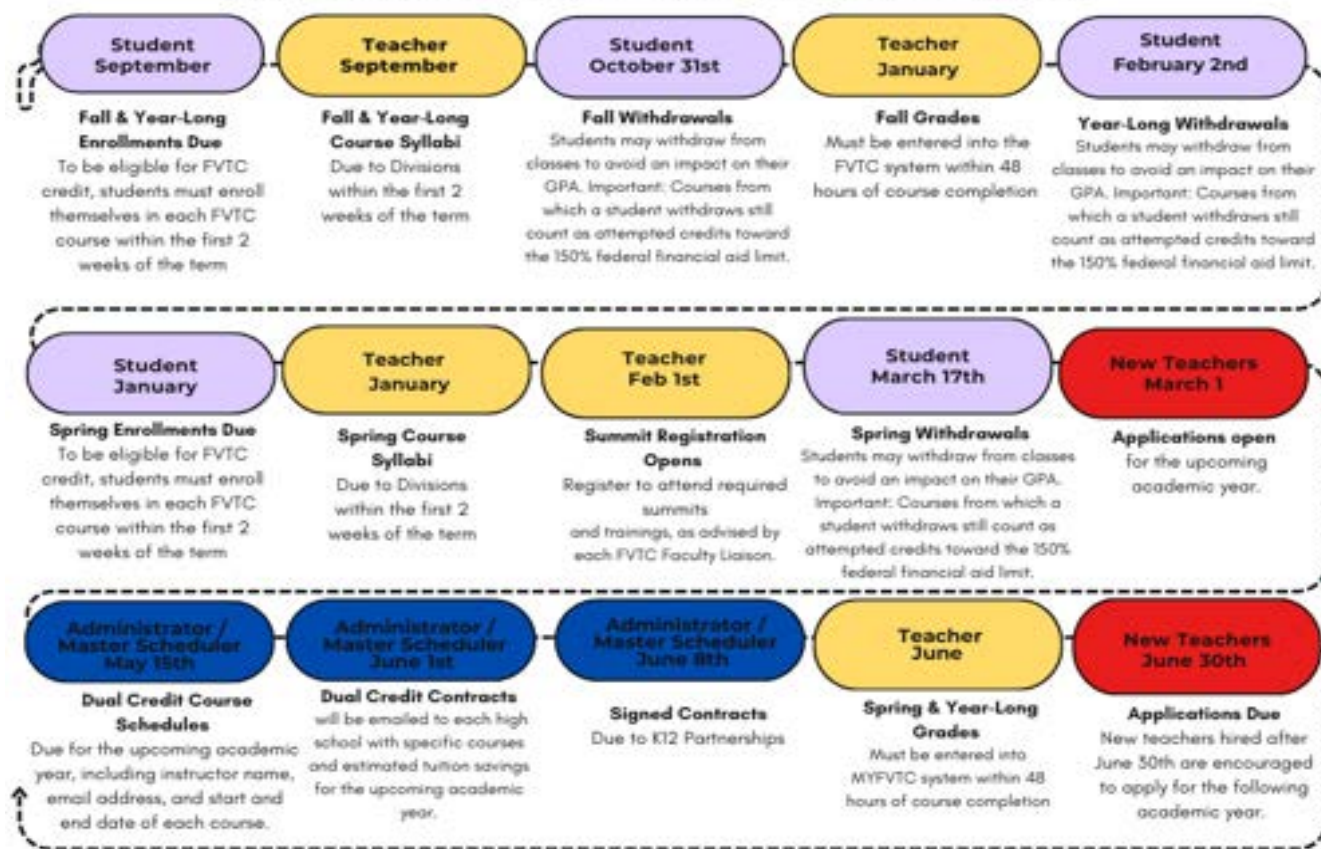
Dual Credit Calendar

The Dual Credit Calendar outlines key deadlines and responsibilities for students, teachers, administrators, and new applicants involved in dual credit courses with Fox Valley Technical College (FVTC). Staying informed and meeting each deadline is essential to ensure proper enrollment, accurate grading, and successful participation in the dual credit program.

This calendar is designed to support clear communication, timely planning, and a smooth dual credit experience for all participants. Please refer to this timeline regularly throughout the academic year to remain compliant and ensure a successful partnership with FVTC.

Dual Credit teachers, log in to Blackboard for a printable copy of the Dual Credit Calendar or visit [Blackboard K12 Resource Page](#).

2026-2027 Dual Credit Calendar



Dual credit courses completed in high school become part of a student's college record once they enroll at FVTC and are included in Satisfactory Academic Progress (SAP) for financial aid. These courses count toward cumulative GPA, completion rate, and maximum time frame requirements. To remain eligible for financial aid, students must maintain a 2.0 cumulative GPA, successfully complete at least 67% of attempted credits, and stay within the 150% maximum time frame for their program.

Additional Guidelines to Consider

Please note NO independent studies are allowed for Dual Credit.

IF you are using a digital platform, please note that additional charges will apply. Please talk to your liaison for specifics and be sure to communicate pricing to your Administration.

For all program courses: The High School teacher must hold a current DPI license in the discipline in which he/she would like to teach and be employed as a secondary school instructor by a K-12 district within the Wisconsin technical college district. In addition, the high school instructor must meet the individual college's credentialing requirements.

Approved Dual Credit Course List

Fox Valley Technical College is an educational institution accredited by the Higher Learning Commission (HLC) and is therefore required to follow established HLC Faculty Qualification Guidelines when administering Dual Credit Opportunities.

The following list of courses have been identified by instructional divisions as Dual Credit, due to the fundamental and introductory nature of the curriculum. Teacher qualifications and terms of engagement are determined course by course, by FVTC faculty, specific to meeting instructional area requirements. Teacher certification is defined by the Wisconsin Technical College System and is based on the secondary teacher's current license from the Wisconsin Department of Public Instruction.

Choosing Dual Credit Courses: Key Considerations

Fox Valley Technical College (FVTC), accredited by the Higher Learning Commission (HLC), follows strict faculty qualification guidelines when offering Dual Credit opportunities. The list of approved dual credit courses includes fundamental and introductory-level curriculum that has been carefully vetted by FVTC's instructional divisions.

When selecting courses from the Dual Credit Course List, consider the following:

Faculty/Teacher Qualifications:

Only courses that align with HLC Faculty Qualification Guidelines are eligible. Each course requires instructors to meet specific qualifications, reviewed and approved by FVTC faculty. Certification for dual credit instruction is determined by the Wisconsin Technical College System (WTCS) and Fox Valley Technical College (FVTC). A teacher's eligibility is also based on their current license issued by the Wisconsin Department of Public Instruction (DPI).

Course Rigor and Alignment:

Courses are chosen for their introductory nature and alignment with college-level expectations. Ensure that students and staff understand the academic commitment and content standards involved.

Terms of Engagement:

Instructional terms—such as workload, instructional support, and expectations—vary by course and are evaluated on a case-by-case basis in partnership with FVTC faculty.

Future Pathways:

Consider how each course fits into a student's academic or career pathway. Dual Credit courses count toward technical diplomas, certificates, or associate degrees.

Cost to Students:

Dual credit courses offered through Fox Valley Technical College (FVTC) are tuition-free for students and their families. There are no costs for tuition, textbooks, or course fees when students enroll in approved dual credit courses through their partnered high school.

These opportunities are made possible through partnerships between FVTC and our school districts, providing students with a head start on college and career pathways—without the financial burden typically associated with college-level coursework. Getting students steps ahead!

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Agriculture, Horticulture & Natural Resources				
Agriculture				
Animal Science Fundamental	10-006-140	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma OR above is required.	Blackboard LMS required Open to: Juniors & Seniors Open to: Sophmores if biology is completed as freshman or by liaison approval
Horticulture				
Introduction to Horticulture	10-001-111	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma OR above is required.	Open to: Sophomores, Juniors, and Seniors
Hydropics Growing & Systems	10-001-121	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma OR above is required.	Open to: Sophomores, Juniors, and Seniors
Natural Resources				
Ecology	10-057-109	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma OR above is required.	Open to: Juniors & Seniors
Outdoor Power Equipment				
OPE Four-Stroke Engines	10-461-151	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma OR above is required.	Open to: Juniors & Seniors (other grade levels require FVTC liaison approval)

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Business, Management & Finance				
Accounting Principles	10-101-107	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma OR above is required.	Cengage 10 th edition, with Cengage Unlimited for \$30 per student, Blackboard Ultra, use Citrix to access QuickBooks. Open to: Juniors and Seniors (other grade levels require FVTC liaison approval)
Business, Introduction to	10-102-112	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma OR above is required.	Open to: Juniors & Seniors
Financial Planning	10-114-175	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma OR above is required.	Personal Financial Planning 16 th Edition textbook (technically the ebook), which is offered through Cengage for the \$30 per student fee, Blackboard Open to: Juniors & Seniors
MS Office Suite, Intro to	10-103-120	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma OR above is required.	No Textbook or LMS. Blackboard Ultra. No cost. Juniors and Seniors only (other grade levels must be approved by FVTC liaison) Open to: Juniors and Seniors (other grade levels require FVTC liaison approval)

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Construction				
Wood Manufacturing				
Layout/Sawing Operations	31-409-317	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. Attend a minimum of one Woodworking Technology or Residential Building Construction Advisory Committee meeting per year. Arrange to meet with FVTC RBC or WT staff once per semester. Complete course training prior to dual credit instruction authorization. Dual credit instructor submit participation required.
Construction Management				
Construction Management, Intro	10-455-102	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and an Associate of Applied Science Degree or above is required. Two (2) years of High School or higher teaching experience in construction management career types and applications. Acquire CMAA membership and attain CMT certification or CCM certification. Credential attainment pathways may be considered for initial application subject to FVTC approval.	
RevitArchitecture	10-455-120	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and an Associate of Applied Science Degree or above is required. Two (2) years of High School or higher teaching experience in Revit software and applications. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Attend a minimum of one CMT Advisory Committee meeting per year. Arrange to meet with FVTC CMT staff once per semester. Complete course training prior to dual credit instruction authorization. Dual credit instructor submit participation required. Open to: Freshman, Sophmores, Juniors, and Seniors

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Understanding Construction Drawings	10-455-121	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and an Associate of Applied Science Degree or above is required. Two (2) years of High School or higher teaching experience in commercial plans and specifications. Credential attainment pathways may be considered for initial application subject to FVTC approval.	
Culinary Arts & Hospitality				
Food Production, Intro	10-316-101	3 credits	<p>Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and an Associate of Applied Science Degree or above is required. Two (2) years of High School or higher teaching experience in commercial plans and specifications. Credential attainment pathways may be considered for initial application subject to FVTC approval.</p> <p>213 Family Consumer Ed: Food Services and Certified ServSafe Instructors must provide documentation of a current certification as a ServSafe Instructor with a minimum 90% test score on either the National Restaurant Association Solutions (NRAS) or a 90% test score on the exam used to obtain a Certified Prof. Food Manager License granted by the NRAS accredited by the American National Standards Institute (ANSI). The renewal of this certification must be done every 5 years by taking the Instructor version of the ServSafe exam and obtaining a minimum score of 90%</p>	Open to: Freshman, Sophmores, Juniors, and Seniors

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Nutrition for Culinary Arts	10-316-119	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Freshman, Sophmores, Juniors, and Seniors
Science of Baking	10-316-170	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval. Current Servsafe Food Managers Certification or Baking & Pastry Technical diploma/degree.	Open to: Juniors and Seniors
Tourism: A Community Approach	10-109-131	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Freshman, Sophmores, Juniors, and Seniors
Education & Human Services				
Child and Adolescent Development	10-522-106	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a Master's degree is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Freshman, Sophmores, Juniors, and Seniors

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
ECE: Child Development	10-307-179	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a Master's degree is required.	Open to: Freshman, Sophmores, Juniors, and Seniors
ECE: Foundations of Early Childhood Education	10-307-148	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Freshman, Sophmores, Juniors, and Seniors
ECE: Health Safety & Nutrition	10-307-167	3 Credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Freshman, Sophmores, Juniors, and Seniors
ECE: Infant & Toddler Development	10-307-151	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval. Master's degree in an education related field OR Child Services license.	Open to: Freshman, Sophmores, Juniors, and Seniors
Introduction to Educational Practices	10-522-103	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a Master's degree is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Juniors and Seniors

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Technology in Education	10-522-104	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a Master's degree is required in education. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Juniors and Seniors
Engineering Technology				
Automation and Maintenance				
Concepts of Programming for Technicians	10-628-101	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval. Must have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent enrollment in the college course.	Open to: Juniors and Seniors
Programmable Logic Controllers 1	10-628-151	1 credit		
Robotics 1	10-628-161	1 credit		
Robotics 2	10-628-162	1 credit		
Electronics and Engineering				
DC Circuits 1	10-660-110	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval. Have a minimum of 2 years electronics related high school teaching experience or 1 year experience and completion of or concurrent enrollment in the college course	Open to: Juniors and Seniors
DC Circuits 2	10-660-111	1 credit		
DC Circuits 3	10-660-112	1 credit		
AC Circuits 1	10-660-114	1 credit		
Digital Electronics Design 1	10-662-101	3 credits		
Essential Engineering Software	10-662-102	1 credit		
Circuit Construction Techniques	10-662-103	1 credit		
Programming for Electrical Engineering	10-662-109	3 credits		

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Mechanical Design				
Autodesk Inventor, Intro	10-606-139	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Juniors and Seniors
CAD & Geometric Constructions	10-606-152	1 credit		
Dimensioning and Tolerancing	10-606-155	1 credit		
Multiview Projections	10-606-153	1 credit		
Section Views & Auxiliary Views	10-606-154	1 credit		
Sketching & the Design Process	10-606-151	1 credit		
SolidWorks, Intro to	10-606-141	2 credits		
Health Science				
Medical Terminology	10-501-101	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval. Minor in Health Occupations w/A&P or Licensed RN w/employment (dept. requirement: if RN okay, all others are required to take FVTC Medical Terminology class and pass with a "C" or better.)	Take and successfully complete course with a C or above, prior to teaching for Dual Credit. Student must use Blackboard for course and MindTap for course. Cengage/MindTap \$30/student Open to: Juniors and Seniors
Digital Literacy for Healthcare	10-501-107	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Take and successfully complete course with a C or better, prior to teaching Dual Credit. Student must use Bb for course and MindTap for course. EHR Go! Subscription \$73/student Open to: Juniors and Seniors
Information Technology				
C# Intro to Programming	10-152-111	3 credits	HS instructors can submit Credit for Prior Learning in Lieu of taking the course if they have background in that technical skill.	Open to: Juniors and Seniors
HTML 5	10-152-101	3 credits		Open to: Juniors and Seniors
Introduction to AI	10-156-111	1 credit		Open to: Freshman, Sophomores, Juniors and Seniors
Exploring IT Foundations	10-107-102	2 credits		Open to: Freshman, Sophomores, Juniors and Seniors
Network Essentials	10-150-162	2 credits		Open to: Freshman, Sophomores, Juniors and Seniors

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Manufacturing				
Machine Tool				
Basic Blueprint Reading, MTO	32-420-350	1 Credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval. Have a minimum of 2 years Machining related high school teaching experience or attend FVTC's Machine Tool workshop.	Must use Blackboard and same textbook. Attend one Machine Tool Advisory committee meeting per year. Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. Open to: Juniors and Seniors
Machining Essentials	32-420-302	3 credits		
Machining Geometry & CNC Foundations	32-420-304	3 credits		
Welding				
GMAW Techniques 1	10-442-123	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. Open to: Juniors and Seniors
SMAW Techniques 1	10-442-121	2 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. Open to: Juniors and Seniors

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Related Welding	10-442-120	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. Open to: Juniors and Seniors (other grade levels require FVTC liaison approval)
Weld/Metal Fab, Intro to Safety	10-621-105	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. Attend a one-time required, train-the-trainer course. Open to: Juniors and Seniors (other grade levels require FVTC liaison approval)
Welding Metal Sculpture	10-422-110	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. Attend a one-time required, train-the-trainer course. Open to: Juniors and Seniors (other grade levels require FVTC liaison approval)
Weld Print Reading	10-621-108	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit Attend a one-time required, train-the-trainer course Open to: Juniors and Seniors

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Welding Symbols	10-621-114	1 credit	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit Attend a one-time required, train-the-trainer course Open to: Juniors and Seniors
Marketing, Sales & Service				
Basic Interior Design	10-304-125	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Juniors and Seniors
Entrepreneurship, Intro	10-145-104	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Juniors and Seniors
Principles of Marketing	10-104-151	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Juniors and Seniors

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Public Safety				
Criminal Justice System	10-504-204	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Sophmores, Juniors, and Seniors
Forensic Science, Intro	10-504-110	3 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and a post-secondary Technical Diploma or above is required. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Open to: Juniors and Seniors
Transportation				
Automotive Technology				
AutoMaintenance & Light Repair 1	10-602-100	4 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and an Associate of Applied Science Degree or above is required. Dual credit teacher must maintain ASE certification G1 for MLR1. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Provide annual documentation of 20 hours minimum of continued automotive training. Arrange to meet with FVTC automotive staff once per semester. Attend one FVTC Automotive Advisory Committee meeting per year. Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. Complete course training prior to dual credit instruction authorization. Dual credit instructor submit participation required. Blackboard Ultra and Cengage course materials required for all Auto MLR courses. Open to: Juniors and Seniors (Sophmores require FVTC liaison approval)

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Auto Maintenance & Light Repair 2	10-602-101	4 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and an Associate of Applied Science Degree or above is required. Dual credit teacher must maintain ASE certification A5 - Brakes for MLR2. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Provide annual documentation of 20 hours minimum of continued automotive training. Arrange to meet with FVTC automotive staff once per semester. Attend one FVTC Automotive Advisory Committee meeting per year. Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit. Complete course training prior to dual credit instruction authorization. Dual credit instructor submit participation required. Blackboard Ultra and Cengage course materials required for all Auto MLR courses. Open to: Juniors and Seniors
Auto Maintenance & Light Repair 3	10-602-102	4 credits	Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and an Associate of Applied Science Degree or above is required. Dual credit teacher must maintain ASE certification A6 - Electrical for MLR3. Credential attainment pathways may be considered for initial application subject to FVTC approval.	Provide annual documentation of 20 hours minimum of continued automotive training Arrange to meet with FVTC automotive staff once per semester Attend one FVTC Automotive Advisory Committee meeting per year Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit Complete course training prior to dual credit instruction authorization Dual credit instructor submit participation required Blackboard Ultra and Cengage course materials required for all Auto MLR courses Open to: Juniors and Seniors

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
Auto Maintenance & Light Repair 4	10-602-105	4 credits	<p>Application to FVTC as a dual credit instructor is required. Upon initial application to teach dual credit, a current DPI license in the discipline of the articulated course and an Associate of Applied Science Degree or above is required. Dual credit teacher must maintain ASE certification A4 - Steering & Suspension for MLR4. Credential attainment pathways may be considered for initial application subject to FVTC approval.</p>	<p>Provide annual documentation of 20 hours minimum of continued automotive training Arrange to meet with FVTC automotive staff once per semester Attend one FVTC Automotive Advisory Committee meeting per year Have and maintain similar or equivalent FVTC equipment and tooling to be confirmed through an on-site visit Complete course training prior to dual credit instruction authorization Dual credit instructor submit participation required Blackboard Ultra and Cengage course materials required for all Auto MLR courses Open to: Juniors and Seniors</p>

FVTC Course Title	Course number	Number of credits	Instructor Qualifications	Course Specific Requirements
General Studies				
Calculus 1	10-804-198	4 credits	<p>For all General Studies Courses: To request a Dual Credit agreement, a High school teacher must have a current DPI license in the discipline of the articulated course and a Master's Degree or above in the specific discipline OR a Master's Degree in any discipline, with at least 18 graduate credits in specific discipline (e.g. speech, writing, sociology, economics, math, etc.) being taught.</p> <p>High school teachers must complete the FVTC application and submit a copy of their DPI license and credentials to FVTC K-12 Partnership Office. Email dualcredit@fvtc.edu</p> <p>The following DPI licenses are accepted for General Education Dual Credit Certification:</p> <p>400 Math 605 Biology/Life Science 610 Chemistry 625 Physics 701 Broadfield Social Science 740 Psychology 745 Sociology 300 English 310 Journalism 320 Speech Communication 334 Language Arts</p>	Open to: Juniors and Seniors Blackboard Access Required. Digital Textbook Access Required- Pearson MyLabs.
College Algebra & Trig w Apps	10-804-197	5 credits		Open to: Juniors and Seniors Blackboard Access Required. Digital Textbook Access Required- Pearson MyLabs.
College Technical Math 1A	10-804-113	3 credits		Open to: Juniors and Seniors Blackboard Access Required. Digital Textbook Access Required- Pearson MyLabs.
Math w Business Applications	10-804-123	3 credits		Open to: Juniors and Seniors Blackboard Access Required. Digital Textbook Access Required- Pearson MyLabs.
Quantitative Reasoning	10-804-135	3 Credits		Open to: Juniors and Seniors Blackboard Access Required. Digital Textbook Access Required- Pearson MyLabs.
Intermediate Algebra w/ Applications	10-804-118	4 credits		Open to: Juniors and Seniors Blackboard Access Required. Digital Textbook Access Required- Pearson MyLabs.
General Chemistry	10-806-134	4 credits		General Chemistry: Fundamentals of General, Organic and Biological Chemistry, Eighth Edition. By McMurry, Ballantine, Hoeger & Peterson. 2017. The cost of the textbook is negotiated with Pearson. The cost to students changes each year. Supplies: Lab Splash Goggles, Lab coat, Lab gloves (non-latex), Scientific calculator. TI-30XIIS preferred Notebook and folder. Blackboard and digital access to the textbook may be used at the instructor's discretion.
Basic Anatomy	10-806-189	3 Credits		Basic Anatomy: We require the McGraw Hill text with Connect access: Mader's Understanding Human Anatomy & Physiology with Connect, 10th Edition. 2020. McGraw-Hill Education. 9781260209273 Blackboard Access Required
Communication, Oral/ Interpersonal	10-801-196	3 Credits		Open to: any students who successfully earned three credits of high school English
Communication, Written	10-801-195	3 Credits		Open to: any students who successfully earned three credits of high school English
Psychology, Intro	10-809-198	3 Credits		Open to: Juniors and Seniors (other grade levels require FVTC liaison approval)
Sociology, Intro	10-809-196	3 Credits		Open to: Juniors and Seniors
U.S. History to 1877	10-803-111	3 Credits		Open to: Juniors and Seniors
U.S. History Since 1877	10-803-112	3 Credits		Open to: Juniors and Seniors
College Success	10-890-100	1 Credit		Open to: Juniors and Seniors



NEW General Studies Offerings for 2026-27 Academic Year

MATH COURSES

Math with Business Applications

This course covers real numbers, basic operations, linear equations, proportions, percents, simple and compound interest, annuities, and basic statistics with business and consumer applications. You'll learn how to apply these concepts to real-world situations like purchasing, selling, budgeting, and financial decision-making. It's ideal for students interested in programs such as accounting, agribusiness, management, marketing, culinary, hospitality, design, or teaching. **Prerequisite:** None

College Technical Math 1A

Designed for skilled trades and technical careers, this course focuses on practical math skills including solving linear equations, graphing, percent, proportions, measurement systems, computational geometry, and right triangle trigonometry. Emphasis is on applying math to solve technical problems in fields like automotive, agriculture, construction, manufacturing, hospitality, health technology, or wind energy technology. **Prerequisite:** None

Quantitative Reasoning (University Transfer Degree)

This course develops your analytic reasoning and ability to solve quantitative problems through topics like graph construction and interpretation, descriptive statistics, geometry, spatial visualization, financial math, functions and modeling, probability, and logic. You'll learn to analyze data and compare options to make smart, evidence-based decision-perfect preparation for studies in criminal justice, aviation, health information, IT, or university transfer programs. **Prerequisite:** None

Intermediate Algebra with Apps

Build a strong foundation in algebra with an introduction to functions and complex numbers. Topics include solving and graphing linear equations and inequalities, quadratic, exponential, polynomial, radical, and rational equations. This course prepares you for College Algebra and Trigonometry and highlights real-life applications in science, technology, and problem-solving. **Prerequisite:** None

College Algebra and Trigonometry with Apps (University Transfer Degree)

Strengthen your skills with algebra and trigonometry topics such as real and complex number systems, polynomials, exponents, radicals, equations and inequalities, functions, systems of equations, graphing, conic sections, trigonometric functions, identities, inverse functions, solutions of triangles, polar coordinates, and vectors. This course prepares you for success in Calculus and baccalaureate-level science, technology, and engineering programs, ideal for students in electrical engineering, manufacturing, automation, design, or university transfer. **Prerequisite:** Intermediate Algebra with Apps or completion of high school Algebra II and Geometry

Calculus 1 (University Transfer Degree)

An introduction to differential and integral calculus along with plane analytic geometry. Topics include limits, derivatives, and graphs of algebraic, trigonometric, exponential, and logarithmic functions. You'll also study

antiderivatives, the definite integral, and the fundamental theorem of calculus, all with practical applications. This course prepares you to apply calculus concepts to solve real-world problems in science, engineering, and technology. It's ideal for students planning to transfer or pursue bachelor's degrees in fields like manufacturing engineering, electrical engineering technology, or other advanced STEM programs. **Prerequisite:** College Algebra and Trigonometry with Apps or completion of high school Pre-Calculus.

COMMUNICATION SKILLS

Written Communication teaches you how to express your ideas clearly and professionally through writing, from small communications like letters and emails to larger reports, showing you why strong communication skills matter in every career. It's a great fit if you're heading into FVTC programs in business, health, education, technology, criminal justice, or design. Note: [Students who enroll in this class must have successfully earned three, full high-school English credits prior to the beginning of this course.](#)

Oral/Interpersonal Communication helps you build confidence in speaking, listening, and connecting with others - skills that make teamwork, presentations, and problem-solving easier and more effective. You'll see why strong communication matters in every field, making this course a great fit if you're heading into FVTC programs in business, health, education, technology, or skilled labor. Note: [Students who enroll in this class must have successfully earned three, full high-school English credits prior to the beginning of this course.](#)

SOCIAL SCIENCE

Introduction to Psychology (University Transfer Degree) explores how people think, feel, and behave while building critical thinking skills you can use in any career. It's required in 97 programs including Nursing, Criminal Justice, IT, Business, and Human Services, and transfers to many four-year colleges and universities, making it one of the most valuable and versatile courses you can take.

Introduction to Sociology (University Transfer Degree) examines how society works and why people interact the way they do, giving you insight into today's workplaces and communities. It's required in 49 programs including Teacher Education, Nursing, Criminal Justice, IT, and Construction and transfers to many four-year colleges and universities, making it a smart choice for students planning ahead.

U.S. History to 1877 (University Transfer Degree) surveys the story of America from the pre-colonial era through the Civil War, exploring the people, events, and ideas that shaped the nation's early years. It transfers widely to four-year colleges and universities, making it a great choice for students planning to continue their education.

U.S. History Since 1877 (University Transfer Degree) examines America's development from the Reconstruction era to the present, connecting major events like industrialization, world wars, civil rights, and globalization to today's issues. It transfers widely to four-year colleges and universities, helping students build context for understanding the modern world.

NATURAL SCIENCE

Basic Anatomy (University Transfer Degree) introduces you to the structure and function of the human body, covering major systems and how they work together to keep us alive and healthy. It's great for students in programs like Fire Protection, Forensic Science, Health IT, and Medical Coding or anyone interested in health-related fields.

General Chemistry (University Transfer Degree) explores the building blocks of matter (atoms, molecules, and chemical reactions) while showing you how substances interact and change. It's great for students in programs like Nursing, Dental Hygiene, and Natural Resources or anyone pursuing health, science, or technical fields.

Required Qualification Documents

All potential Dual Credit Teachers are required to submit an application for review prior to offering any Fox Valley Technical College Credit. The application window is open from March 1st – June 30th each year.

The following documentation is required upon application submission:

- Copies of official college transcripts indicating degree conferred for ALL post-secondary course work
- Up to date resume that accurately reflects all non-teaching course related experience
- DPI License
- Any additional required certifications

Instructor Leaves and Long-Term Substitutes

As part of the Dual Credit Agreement, high school administrators and high school teachers are required to notify the K12 Partnerships office of any instructor changes impacting Dual Credit courses. An approved Dual Credit teacher can miss up to 15 hours of instructional time without notifying Fox Valley Technical College. Any leave of absence over the 15-hour mark will require the Academic Dean to complete a qualification review for the substitute teacher.

Student Enrollment and Roster Verification

Enroll students within the first 2 weeks of each term – An FVTC staff member will visit each dual credit high-school classroom during this period to support teachers and students with the course enrollment process, upon request. Please have your high school Master Scheduler reach out to K12partnerships@fvtc.edu to coordinate a date that works for all Dual Credit classes. Registration will be online. Students are required to have access to a computer and their cell phone during this class period. Enrollments should take place in a room with a strong Wi-Fi signal. Please talk to your district IT team prior to the visit to ensure FVTC emails are not blocked by firewalls. After registration is complete, we ask that Teachers verify their rosters. Any changes needed should be communicated to dualcredit@fvtc.edu.

Late Registration

After the end of the 2nd week of classes, any student wishing to join the class must obtain consent form from the K12 Partnerships office. Late registrations will only be granted for extenuating circumstances. A student who does not register for a class is not eligible to receive credit for the class. Any changes needed should be communicated to dualcredit@fvtc.edu.

Withdrawing From Class

A student may withdraw from a course without academic penalty until 60% of class time has elapsed (specific dates can be found on the Dual Credit calendar). High school instructors may also obtain withdrawal deadline dates by emailing dualcredit@fvtc.edu. A student withdraws from classes by logging into their MyFVTC account. If a student stops coming to class, a Dual Credit Teacher can assign a grade of “WI” on the student academic record up until the designated drop date each term. The drop date must align with the last day the student attended class. A student who stops attending a class without withdrawing by the stated deadline receives an “F” grade.

FVTC Dual Credit Procedure for Retroactive Credit of Unregistered High School Students

In cases where a former high school student asserts that they completed Dual Credit coursework through Fox Valley Technical College (FVTC) but no registration record exists in FVTC systems, the following process must be followed to determine eligibility for credit:

Eligibility Review Requirements

To initiate a review, the student must submit the following documentation:

1. Official High School Transcript

- Must clearly indicate completion of the course in question.

2. Course Curriculum Documentation

- A syllabus and/or other instructional materials that demonstrate:
 - The course followed FVTC-approved curriculum.
 - The course adhered to FVTC's grading scale.

3. Evidence of Completion and Assessment

- Documentation showing the student completed the required coursework and was assessed using FVTC standards.

4. Review and Decision Process

- Submitted materials will be evaluated by the appropriate FVTC Division Leadership.
- The Instructional Leader will determine whether the course meets the standards for Dual Credit recognition.
- If approved, the student may be retroactively registered and awarded credit, subject to current institutional policies and system capabilities.

5. Grade Change of Existing Registration

- If the original course instructor is available to make the request, and the student was registered with FVTC, the traditional grade change protocols outlined in the Grading System Policy may be used.

Grades

All Dual Credit Teachers are required to enter final grades in MyFVTC. All submitted grades must be awarded using Fox Valley Technical College's approved grading scale. The required course grading scale is available on the FVTC course syllabus. Course syllabi will be provided to high school instructors by FVTC faculty members. Failure to enter grades can have a negative impact on Dual Credit students. To ensure all students earn credit for successfully completed courses, grades must be submitted within 48 hours of course completion. Any questions please contact dualcredit@fvtc.edu.

Missing Grades

High schools will be notified by email of all missing grades. High-school Dual Credit students are negatively impacted when courses are not graded. Teachers that repeatedly fail to enter grades by the required deadline may not be approved to teach Dual Credit the following academic year. Please contact dualcredit@fvtc.edu with questions or concerns related to specific students.

Blackboard

Blackboard is our Learning Management System and primary online class resource for all of your classes, assignments, tests, and projects.

Your personal information and your students' information are accessible through MyFVTC. Student information is protected by the Federal Educational Rights and Privacy Act (FERPA) and must not be shared with a third party without written consent of the student. Your user ID and password are required to login to Blackboard.

Your instructional department contact is your primary resource for the curriculum within Blackboard.

You can also contact our Blackboard Support team as a great resource for all of your instructional and Blackboard related questions. Contact the Blackboard Support team at 920-735-4816 or blackboard@fvtc.edu.

To access Blackboard, visit www.fvtc.edu > STAFF > BLACKBOARD



Sign in with your FVTC username, password, and complete [Multi-Factor Authentication](#).

Students can access Blackboard by navigating to www.fvtc.edu > CURRENT STUDENTS >

Disability Support Services

Students with documented disabilities who receive accommodations at their high school or on campus are eligible to receive reasonable accommodations while taking Fox Valley Technical College (FVTC) credit courses. These accommodations must comply with the Americans with Disabilities Act (ADA), as students are earning college credit.

Because college-level coursework differs from the high school environment, Individualized Education Programs (IEPs) and 504 Plans must be reviewed to determine which accommodations are appropriate and applicable at the college level. While these plans provide helpful background information, accommodations in college may vary based on course requirements and ADA standards for postsecondary education.

Instructors working with students who have either an IEP or 504 Plan are encouraged to contact a Fox Valley Technical College Disability Services instructor as soon as possible to ensure that accommodations are implemented in a timely and appropriate manner.

Students requesting disability-related accommodation in an FVTC course are urged to contact both their high school Special Education case manager and FVTC's Disability Services at (920) 735-2569 or email

disabilityservices@fvtc.edu -OR- www.fvtc.edu/disabilityservices

FERPA (Privacy Act)

Fox Valley Technical College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). Prior written consent from a student must be obtained before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure. All third-party requests for information about a student's academic record should be referred to the Registrar's Office. All student information shared between Fox Valley Technical College and our High School partners regarding Dual Credit students must be via secure email communication.



Career and Tech Ed Pathways Incentive Grant Transcripts and Certificates for Act 59 Funding:

For a list of eligible Career Pathways Certificates and Embedded Technical Diplomas, visit:
Wisconsin.gov-CTE

1. Transcripts can be released to schools with a [Consent for Release of Information](#) from the student.
2. As part of the Dual Credit account creation and enrollment process, ensure student home mailing address is correct so that certificates can be sent directly to them.
3. Students should apply to their certificate or technical diploma program in conjunction with enrollment of their final program course.
4. Students will be processed through standard graduation procedures and sent copies of their certificates upon completion.
5. Schools that need copies for Act 59 funding should request copies using this form:
[FVTC Pathway Certificates - Formstack](#)



6. Copies will be emailed to the person who submits the request.
7. Transcripts will not be released to schools without a [Consent for Release of Information](#) from the student.



Approved Certification List for CTE Incentive Grant

2025-26 Wisconsin Technical College System (WTCS)	Career Cluster	Certification Entity	Specific Certification	Documentation Required for 2025-26 Claims
	SCA certifications are Emergency Medical Responder, Emergency Medical Technician, Fire Fighter I, Fire Fighter II, and Fire Inspector. All claims for determining students' eligibility for student completion awards must be submitted in the SCA claim portal. Districts may choose to submit the related district incentive grant claims.			
	<ul style="list-style-type: none">Health Science	<ul style="list-style-type: none">WTCS for EMS	EMR - WTCS EMT - WTCS	State-approved program number in xx-xxx-x format and either: 1) A copy of certificate of program completion or diploma or 2) A copy of unofficial college transcript with program name highlighted, program number printed or written on it, and redacted in accordance with DPI guidance
	<ul style="list-style-type: none">Law, Public Safety, Corrections, and Security	<ul style="list-style-type: none">WTCS for Fire Services	FF I - WTCS FF II - WTCS Fire Inspector - WTCS	
	All career clusters but program number must begin with 10-, 30-, 31-, 32-, or 61-	WTCS	Blackhawk Chippewa Valley Fox Valley Gateway Lakeshore Madison College Mid-State Milwaukee Area Moraine Park Nicolet College Northcentral Northeast Northwood Tech Southwest Waukesha County Western	
Call your local technical college to verify that the program you are claiming is a state-approved Career Pathways Certificate (CPC) or Embedded Technical Diploma (ETD), ensure that you can provide the correct program number, and know that the student completed the program with the required grades.				

Email DETCTEGrants@dwd.wisconsin.gov with any questions about certifications or documentation.

Examples of qualifying credentials that high school students have previously earned include, but are not limited to, the following:

By WTCS Credential Awarded				
Program	2022	2023	2024	
30-442-1 - Production Welding	2	9		
30-458-1 - Truck Driving	2	1	2	
30-531-3 - Emergency Medical Technician	4	7	10	
30-543-1 - Certified Nursing Assistant	151	120	192	
30-602-3 - Automotive Maintenance & Light Repair Technician		1		
61-307-7 - Teacher Aide	51	82	52	
61-412-2 - Diesel Technology Assistant	12	12	2	
61-420-2 - Machinist Helper	1			
61-462-2 - Industrial Maintenance Foundations	3			
61-509-1 - Healthcare Customer Service Representative	1		6	
61-602-2 - Automotive Quick Service Technician Certificate	25	17	14	
61-621-1 - Basic GMAW Welder	85	64	63	

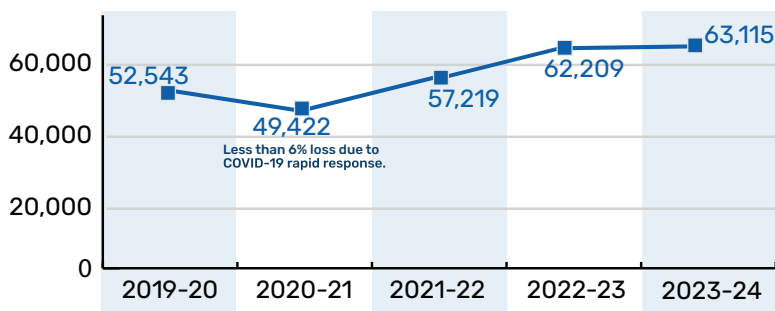
DUAL CREDIT AND K-12 PARTNERSHIPS



Dual credit is earned for a selection of high school courses that allow students to simultaneously earn both high school and college credit. Over the last five years, there has been striking growth in the number of students earning WTCS dual credit and the number of credits earned. Researchers have identified numerous advantages in earning dual credit, including cost savings, early entry to career pathways, decreased college remediation, reduced time to degree completion and stronger postsecondary outcomes.

DUAL CREDIT¹

Students Earning WTCS Dual Credit



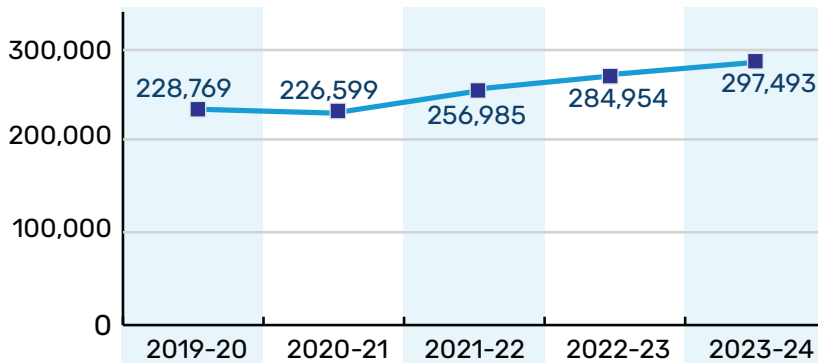
**20%
PARTICIPATION
GROWTH OVER
FIVE YEARS.**

**63,115 Wisconsin
high school
students saved
more than**

**\$44.2 million
in college
credit in
2023-24**

**Average savings
of \$701.26 per
student**

Total Credits Earned in Dual Credit Programs



**3,200 WTCS credentials
awarded to Wisconsin
high school students
prior to graduation in
2023-24.**

**This is a great
value and early
entry into a
pathway for
students**

¹Dual Credit refers to courses that allow students to earn college credit while in high school, including: Start College Now, Transcribed Credit, Youth Apprenticeship, 38.14 Contract and Advanced Standing. Student counts are unduplicated.



**22% of WTCS
students
were enrolled in a
dual credit course.**



DUAL CREDIT TYPES

Start College Now

Allows public high school juniors and seniors who meet certain requirements to take postsecondary courses at a Wisconsin technical college. Approved courses count toward high school graduation and college credit is earned. All cost for this program is covered by the high school.

Transcripted Credit

A college course and all its resources, including a college mentor, are provided to a qualified high school teacher in order to deliver a full college course to students while in high school. The students will receive a college transcript, and both college and high school credit at no cost to the student.

Youth Apprenticeship

Allows high school juniors and seniors who meet certain requirements to receive school-based and work-based instruction. A high school can contract with a technical college and instructor to teach a college level course to high school students when appropriate. The contract is paid by the high school.

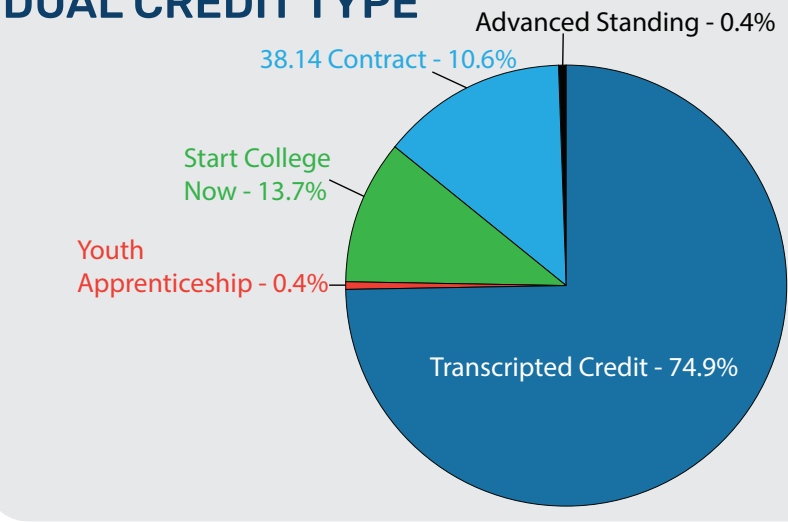
38.14 Contract

Allows high school students to gain college level instruction from a college instructor. Both college level credit and high school credit is earned. The high school and the technical colleges engage in the contract. The contract is paid by the high school.

Advanced Standing

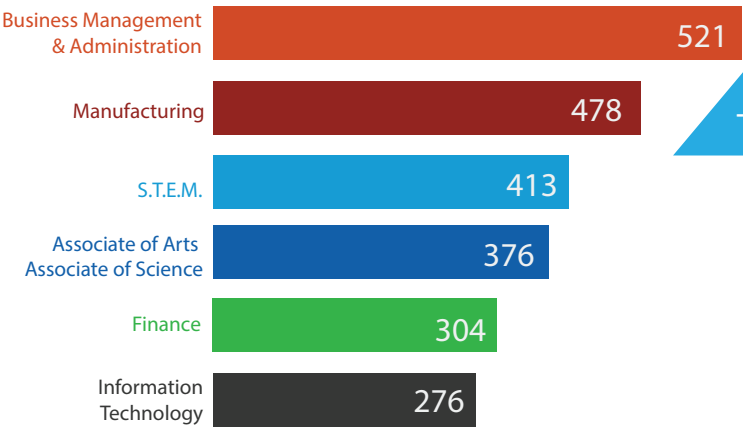
Advanced Standing is also referred to as "Credit in Escrow". The credit is activated when a student enters a program at the college. The college has an articulation agreement with the high school stating that one or more high school course(s) outcomes align to the first college level course. No additional costs are incurred to the student or high school.

2023-24 CREDITS EARNED BY DUAL CREDIT TYPE



TRANSCRIPTED CREDIT: TOP CAREER CLUSTERS

Articulation Course Agreements With High Schools (2023-24)



"Dual credit courses in high school helped me get ahead in my college courses before I was even in college. I loved my dual credit courses because it allowed me to get a taste of what college courses were going to be like. I highly encourage others in high school to take dual credit courses, they don't cost anything so taking them in high school can allow you to save money during college."

- Sam
Marshfield High School student and current Mid-State Technical College student

IN 2023-24

OVER 450 WISCONSIN HIGH SCHOOLS OFFERED 3,582 TRANSCRIPTED CREDIT ARTICULATION AGREEMENTS.

Transcribed Credit is **FREE** for all students.

High school students have a head start by earning Dual Credit or by participating in Start College Now. Not only can they earn their college degree more quickly, they can save money too.

Dual Credit

A Dual Credit class is a technical college course taught by a Fox Valley Technical College Dual Credit certified high school teacher at the high school. A high school student earns credit at their high school and at the technical college at no cost to the student or their school district.

	2020-21	2021-22	2022-23	2023-24	2024-25
High School Students Participating in FVTC Dual Credit Classes (Unduplicated Headcount)	6,398	6,496	6,749	6,412	6,421
Dual Credit Total	24,800	24,024	24,309	23,979	26,043
Dollar Value Based on Tuition Rates for That Year	\$3,866,320	\$3,800,597	\$3,910,102	\$3,928,959	\$4,375,224

Start College Now

Start College Now is a program designed to introduce high school students to the world of higher education. In addition to getting a first-hand view of the college experience, students earn both high school and college credit at the same time by taking classes at an FVTC campus or online. Start College Now is a great alternative when Dual Credit classes are not available.

	2020-21	2021-22	2022-23	2023-24	2024-25
High School Students Participating in FVTC Start College Now Classes (Unduplicated Headcount)	265	241	230	301	309
Start College Now Credit Total	1,541	1,177	1,213	1,632	1,860
Dollar Value Based on Tuition Rates for That Year	\$240,242	\$186,201	\$195,111	\$267,403	\$312,480

Small Cost-Big Career

Earned credits through Dual Credit and Start College Now can be used to further reduce the price of a degree at Fox Valley Tech.

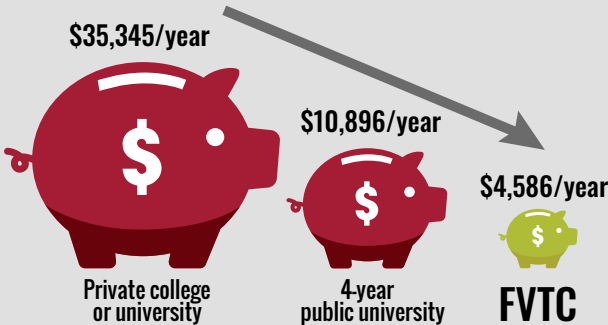
Tuition

Compare Fox Valley Technical College tuition with four-year public or private colleges and universities.*

Credit Value

Every Dual Credit or Start College Now Credit used towards a Fox Valley Technical College degree will save students an average \$152.85 per credit.

*Annual tuition is based on averages of 2 semesters with 12 credits each. This is tuition only – books, supplies, etc. are extra.





Fox Valley Technical College is working hard to ensure students are aware of their educational opportunities so they can get on the right track, right away.

578 area high school seniors enrolled directly to FVTC. (class of 2024)



In 2025, FVTC offered
16 summer camps for
204 students



93 high school students received
a total of **\$65,425** in scholarships
from the FVTC Foundation in 2024.

6,590      

area high school students participated in FVTC Dual Credit and/or Start College Now courses in the 2024-25 school year, which could save them a total of **\$4,687,704** in tuition.



341

high school students earned a certificate or technical diploma in 2024.

309 START COLLEGE NOW

students in 2024-25 earned

1,860

credits, giving them a head start in college!



17% of 2023

area high school graduates enrolled at FVTC within 2 years (2023-24 or 2024-25).



\$42 million

in Dual Credit and Start College Now credits were earned from all 16 WI Technical Colleges in 2024-25.

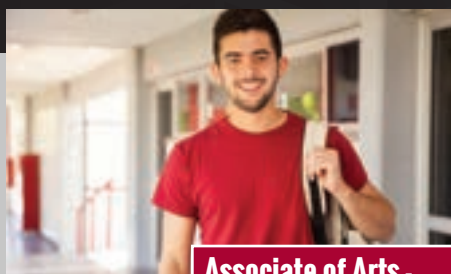


301

students transferred to a 4-year college after graduating from FVTC in 2024.



Fox Valley Technical College is highly responsive to industry changes by continually adding new programs that align with the evolving needs of employers and the community. As a technical college, we possess the agility to promptly adapt and introduce programs that equip individuals with the latest skills. Below are a few examples of new offerings we've recently added to our lineup of more than 200 programs.



**Associate of Arts -
University Transfer**



**Associate of Science -
University Transfer**



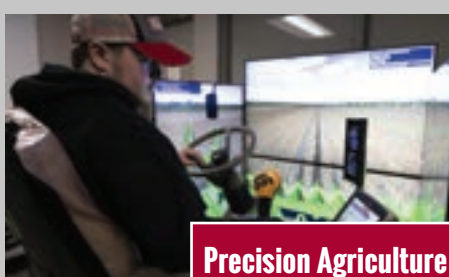
Aviation Management



**Baking & Pastry
Management**



Office Management



Precision Agriculture

Fox Valley Tech Grads Average Annual Salary

Six Months After Graduation

\$44,534



Class of 2019-20

\$46,455



Class of 2020-21

\$51,812



Class of 2021-22

\$58,131



Class of 2022-23

\$60,003



Class of 2023-24

For more information Office of K-12 Partnerships

K-12 Partnerships / Dual Credit

Email: DualCredit@fvtc.edu • Phone: 920-735-5640

Middle School & K12 Career Exploration

Email: k12partnerships@fvtc.edu • Phone: 920-735-5640

Start College Now

Email: StartCollegeNow@fvtc.edu • Phone: 920-225-5900



Jennifer Van Thiel
Manager



Tiffany Ertman
Early College
Credit Specialist



Brooke Friederichs
Start College
Now Specialist



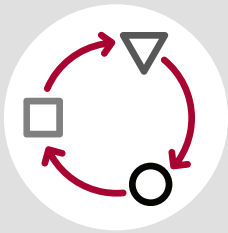
Amanda Martzahl
Career Discovery and
K12 Partnership Specialist



Kamala Alexandra Mischler
Dual Credit Specialist

Learning is about more than job skills. It's about becoming an exceptional you.

Employability Essentials are the knowledge and skills that every student should have by the time they graduate to meet the demands of the workplace, and they are woven into every aspect of the Fox Valley Technical College education. These are the skills needed to do the job, which include not only job-specific technical skills but also professional skills that help you relate to and interact with others.



Exercise Adaptability:

Anticipate changes while demonstrating resilience, innovation, and a growth mindset.

Apply Reasoning:

Employ critical thinking, problem-solving, creativity, and evidence-based approaches.



Demonstrate Respectful and Responsible Collaboration:

Work collaboratively using respect, accountability, ethical behavior, conflict resolution, and empathy.

Communicate Effectively:

Demonstrate effective communication including interpersonal, digital literacy, and presentation skills.



Demonstrate Social Responsibility:

Demonstrate global awareness, engage with your college and community, and appreciate diverse perspectives and strengths.