

Guide for Transcribed Course

Transcribed Credit Course - Curriculum Sharing (Dual Credit)

GUIDELINES AND DIRECTIONS

Revised: 2/1/08

Purpose and Benefits:

To provide a method to deliver seamless transition instruction.

To provide students the opportunity to earn college credit while in high school.

Definition and Requirements:

1. The LTC course, including its curriculum, objectives, competencies and rigor is taught at the high school.
 - The assessment criteria and grading formula established by LTC must be followed.
 - The textbook to be used to teach the course is the same or is an agreed upon equivalent textbook.
2. The course is taught by a high school teacher who meets Wisconsin Technical College System (WTCS) transcribed credit course certification requirements or by an LTC faculty member at the high school.
 - Current DPI license in appropriate content area as determined by WTCS
 - Completed LTC application
3. The course is a WTCS approved associate degree or technical diploma course.
4. The LTC course is offered to high school students through a §38.14 contract.
 - The high school is charged course and material fees per student/per course.
 - The high school charges LTC back the same dollar amount for the instructor.
5. The student is registered in an LTC course and receives an LTC grade.
6. The transcribed course must be re-approved every three years or when the curriculum or teacher changes.
7. The high school teacher certification must be re-approved annually.

**REQUEST FOR
TRANSCRIPTED COURSE
AGREEMENT**

For consideration for the following school year, this form must be returned by: May 1,
To: Nikki Kiss or Sara Greenwood, LTC

HIGH SCHOOL REQUEST FOR TRANSCRIPTED CREDIT CONSIDERATION DATE: _____

Transcribed Course Agreement Checklist

Transcribed Course - Curriculum Sharing (Dual Credit)

High School: _____

LTC Course Title: _____

High School Teacher Name _____

Phone: _____ Email: _____

- Y N The high school has the current competency-based curriculum materials for the course including tools for student evaluation of the course at the high school
- Y N High school teachers certification requirements are met and on file in LTC's Human Resource Office in accordance with TCS 3.03(9)(b) The high school instructor must submit a completed LTC Employment/Certification Application form and a copy of a valid Wisconsin Department of Public Instruction license to determine certification availability
- Y N Met with those teaching the course to ensure curriculum is being taught in accordance with LTC requirements, discuss issues and steps for improvement, and recommend continuing or discontinuing the agreement for the next school year
- Y N Agree that the transcribed course will be taught following the LTC curriculum, to include competencies, assessment criteria and conditions of the competencies, and grading policy
- Y N Verify that adequate school classroom and other facilities needed for the course are available

To be completed by LTC Faculty (content area curriculum specialist) and returned to Nikki Kiss or Sara Greenwood within two weeks from the above date

Do you approve the course for a Transcribed courses agreement with LTC? ____Yes ____No

Explanation: _____

LTC Faculty Signature

Date

