

Guide for Transcribed Course

Transcribed Credit Course - Curriculum Sharing (Dual Credit)

GUIDELINES AND DIRECTIONS

Revised: 8/18/09

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.