CVTC

TRANSCRIPTED CREDIT INSTRUCTOR GUIDEBOOK

A REFERENCE FOR HIGH SCHOOL STAFF

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INTRODUCTION

Welcome and thank you for partnering with Chippewa Valley Technical College (CVTC) to provide college credit opportunities to your students!

Statistics show that students who get a head start on college through dual credit programs are more likely to finish high school, enroll in college, and earn a credential. Therefore, you are an important piece to the future of your students and community.

Please review and reference the materials in this Transcripted Credit Instructor Guidebook to understand the policies and expectations necessary for the Transcripted Credit program at CVTC.

MISSION

CVTC delivers innovative, applied, and flexible education that supports a diverse community of learners, improves the lives of students, and adds value to our communities.

VISION

CVTC is a dynamic partner, empowering students, employers, and communities to learn and succeed.

VALUES

- Commitment - We value all students and their diverse backgrounds. We are committed to their learning and success in a global society.

- Trust - We act with honesty, integrity, and fairness.

- Respect - We value a safe and cooperative work environment where individuals care for each other and grow through open communication.

- Collaboration - We value partnerships with business, government, educational systems, and our communities.

- Excellence - We value working together to develop and continuously improve processes that support the creative pursuit of new ideas.

- Accountability - We value the resources entrusted to us and will use them responsibly.

OVERVIEW OF TRANSCRIPTED CREDIT

Transcripted Credit is a program for Wisconsin Technical Colleges and high schools to partner together and provide college instruction to high school students at the high schools. It provides students with the opportunity to earn college credit while fulfilling high school graduation requirements. This is accomplished through a partnership between Chippewa Valley Technical College (CVTC) and high school instructors who enter into formal agreements. Transcripted Credit Course Agreements are reviewed annually and do not automatically roll over from year to year.

A Transcripted Credit Articulation Agreement is written between the high school instructor and CVTC. All student learning outcomes, course rigor, resources, software, and equipment used are agreed upon as equivalent to CVTC's and must be followed. The college transcripted credit course is delivered at the high school by the CVTC approved transcripted credit high school instructor.

COLLEGE CREDIT IN HIGH SCHOOL

EXPECTATIONS OF TRANSCRIPTED CREDIT (TC) INSTRUCTORS

An Articulation Agreement will be signed once a course review is completed and approved by CVTC Course Mentors. CVTC TC Instructors must meet the following requirements:

- Collaborate with the Course Mentor to ensure that content, rigor, and evaluation of standards align with CVTC's department grading and philosophy each year.

- Schedule every section of each course at CVTC using the Transcripted Credit Course Scheduling form before the start of the term.

- Notify the Dual Credit Coordinator of changes in course sections, dates, times, instructors, cancellations, etc.

- Collaborate with the CVTC Admissions Advisor to register the students at CVTC within the first three weeks of the course.

- Instruct the course in a face-to-face classroom.

- Review the course roster and notify the Dual Credit Coordinator of any missing students or students listed that should not be registered for the class. Students can not be added to the course after it has ended. Instructions for viewing rosters are available on CVTC's Commons > Employee Commons > SIS.

- TC Instructors must complete a Transcripted Credit Drop Form for students who will not receive a C or better before 75% of the class is complete. This date will be provided by the CVTC Admissions Advisor. After that date, the grade the student earned will remain. Any final grades below a C will be converted to a "TN" (transcripted credit attempted, not attained). Submit completed, signed drop forms to registration@cvtc.edu.

- Maintain contact with the Course Mentor a minimum of three times per course per term to discuss updates regarding best practices, curriculum, delivery, textbooks, software, etc. High school instructors and CVTC mentors may communicate in person, by phone, or by email.

- If communication has been attempted multiple times from one party and does not receive a response from the other, please notify the Dual Credit Coordinator.

- Submit final CVTC grades to the college via SIS within three business days of the class ending.

- Update and submit a current syllabus for each course in DualEnroll each spring to ensure 100% course competency match for the following academic year.

- Attend one networking event per academic year to ensure 100% curriculum match, discuss best practices, and collaborate with the CVTC Course Mentor.

STUDENT REGISTRATION

- Students can only be registered for courses scheduled on the Transcripted Credit Scheduling Form. Contact the Dual Credit Coordinator for access.

- A CVTC Admissions Advisor will collaborate with you to register your students in the CVTC transcripted credit course. It is the responsibility of the high school instructor to make sure that all students have been registered.

- Students will receive an automated confirmation email once they submit the online TC Registration Form.

- Allow CVTC's registration team two weeks for the student's registration forms to be processed into CVTC's registration system.

- High school instructors are required to review their course roster and notify the Dual Credit Coordinator of any missing students or students listed that should not be registered for the class.

- Submit drop forms for students who will not receive a C or better before 75% of the class is complete. This date will be provided by the CVTC Admissions Advisor with the registration information.

TRANSCRIPTED CREDIT INSTRUCTOR / CVTC COURSE MENTOR RELATIONSHIP EXPECTATIONS

Each TC Instructor is matched with a CVTC Course Mentor.

- TC Instructors and Course Mentors will maintain open communication a minimum of three times throughout the course to discuss course information, progression, outcomes, best practices, assessment guidelines, and grading policies.

- TC Instructors and Course Mentors will attend networking events to provide curriculum updates, answer questions, collaborate regarding course and program changes, best practices, curriculum, grading policies, and other topics as needed.

GRADING AND ASSESSMENTS

TC Instructors are expected to follow the CVTC grading policy used for the course, including the grading scale, assessment expectations, late work or redo policies, and unethical behavior actions.

Students must earn a final grade of a C or better to earn transcripted college credit. A grade below that will be displayed on the transcript as a TN indicating transcripted credit attempted, not attained.

An incomplete may be given as a grade for extenuating circumstances. An incomplete allows the student six weeks into the next term to complete the work. The instructor will then submit a grade change. If a grade change is not submitted, the grade will become an F, which will show up on the student's transcript as a TN.

TAUGHT BY HIGH SCHOOL TEACHERS

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES IN TRANSCRIPTED CREDIT COURSES

Students who receive accommodations or modifications at their high school are also allowed to receive accommodations from their high school for transcripted credit courses following CVTC's guidelines. Courses cannot have fundamental alterations that change the course curriculum or course of study in a manner that is so significant it alters the required competencies or content in the Course Outcome Summary.

Accommodations that may be reasonable for Transcripted Credit Courses:

- Notes for lectures: The instructor or a note taker may provide notes to the student.
- No penalty for incorrect spelling: This may be a reasonable accommodation, but if the spelling is related to course competency, it is not an appropriate accommodation. Assistive technology may be provided.
- Orally read course material or tests/quizzes: Software may be used to read material to the student.
- Take exams in a different location.
- Use of calculator on tests to measure math skills: This may be a reasonable accommodation, but if calculation is a course competency, then it is not an appropriate accommodation.
- Up to 1.5 times the amount of time to complete the assessment is allowed.

Accommodations that result in fundamental alterations and are <u>NOT</u> allowed:

- Use of notes or books on tests, unless this opportunity is being provided to the entire class.
- Adapted tests and quizzes such as word banks, changing short answer to multiple-choice, or reduced questions or answers.
- Explanation of questions, words, answers, or concepts during assessment.
- Modify length of written assignments.
- Extended due dates on assignments and exams: Instructors may reserve the right to make exceptions to this based upon unexpected circumstances due to disability or health condition.
- Test retakes or assignment redos would need to be offered to the entire class.
- Adapted grading scale.

Any accommodation provided is based on the individual student's IEP with documentation to support the specific accommodations used. If you have any questions regarding an accommodation for transcripted credit courses, please contact the Dual Credit Coordinator.

ACCESS TO CVTC RESOURCES

TC Instructors have access to professional development, technology, and curriculum resources.

Through CVTC's Educational Technology department, instructors have access to Canvas, Apps & Tools, digital learning strategies, and tutorials for various teaching strategies.

PK-12 CONTACT INFORMATION

CONTACT	EMAIL	PHONE
Director of PK-12 Initiatives	transcriptedcredit@cvtc.edu	715-858-1833
Dual Credit Coordinator	transcriptedcredit@cvtc.edu	715-426-8216
Admissions Advisor	therightchoice@cvtc.edu	715-833-6300
IT Help Desk	servicedesk@cvtc.edu	715-830-5555
Records & Registration	registration@cvtc.edu	715-831-7202
Educational Technology	edtech@cvtc.edu	-