

High School Transcribed Credit Partner Handbook

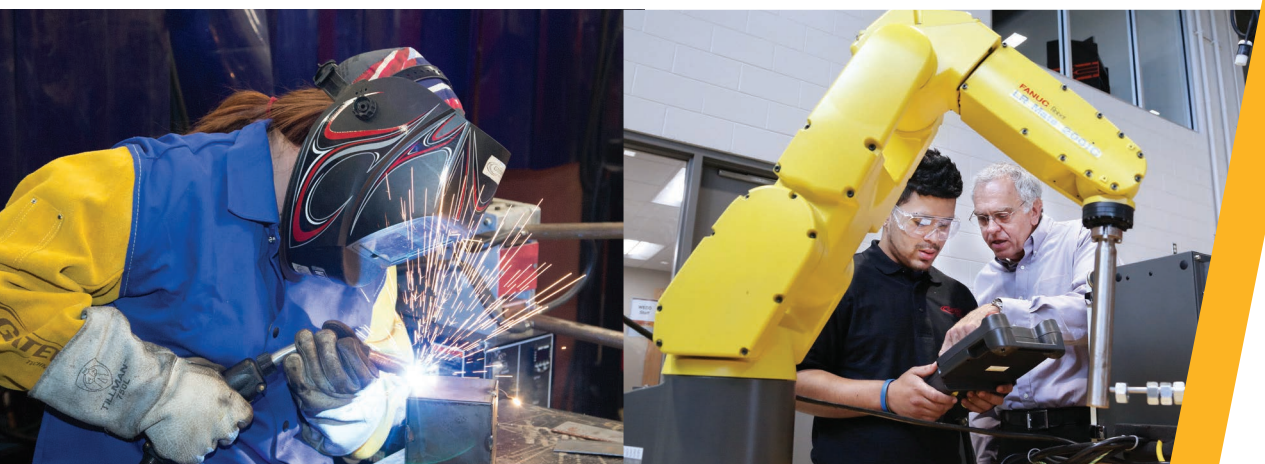


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Introduction

Greetings! We are proud to have you as a member of the Gateway Technical College community. Approximately 125 high school Transcribed Credit instructors will provide learning opportunities for more than 5,000 students this year.

Several studies have shown that high school students who get a head start on college through dual credit programs like Transcribed Credit are more likely to finish high school, enroll in college and earn a credential.

Please take the time to examine the materials in this Transcribed Credit Partner Handbook supplement. We endeavor to keep the information up to date, relevant, and as user-friendly as possible. Even if you are a returning Transcribed Credit instructor, please review the handbook for new and revised information.

Best wishes for a successful academic year,

Katie Graf,

Assistant Director of College Access Partnerships

Gateway Vision

We make life-changing educational opportunities a reality.

Our Mission

We deliver industry-focused education that is flexible, accessible, and affordable for our diverse community.

Our Values

At Gateway Technical College, we value:

- **Diversity of individuals and perspectives**
- **A positive climate for working and learning**
- **Innovation and risk-taking**
- **Honest and ethical behavior**
- **Quality and excellence in education**

What is Transcribed Credit

Transcribed Credit is a form of dual credit that provides high-school students the opportunity to earn both high school and college credit by taking an approved college-level course at their high school during the traditional school day. Transcribed Credit is a partnership between Gateway, our community high schools, and qualified high school instructors. It is a no-cost way of providing college courses to high school students in our community. Students, while in their supportive high school environment, gain exposure to the academic rigor of college coursework and earn college credit after successful course completion.

Transcribed Credit also facilitates close collaboration between high school teachers and college faculty that fosters alignment of secondary and postsecondary curriculum. High school instructors teach the college course in close partnership with college faculty and administration.

Who is Involved in building a Transcribed Credit Partnership?

- Gateway Technical College
 - Assistant Director of College Access Partnerships
 - Dual Credit Coordinator
 - Dual Credit Registration Associate
 - Academic Deans
 - Gateway Technical College Faculty
 - New Student Specialist
- High School Partners
 - Administration
 - CTE Coordinators
 - Faculty
 - School Counselors

Transcribed Credit Partnerships Roles and Responsibilities

Gateway Staff Supporting Transcribed Credit

Assistant Director of College Access Partnerships Responsibilities:

- Collaborate with high school superintendents, principals and Career and Technical Education (CTE) coordinators to identify potential alignments and agreements
- Meet with potential Transcribed Credit teachers to discuss qualifications
- Provide high school administration with secure email information
- Review course competencies with appropriate Gateway faculty
- Supply Course Competencies for potential alignment

Dual Credit Coordinator Responsibilities:

- Provide and gather the Transcribed Credit Request forms from the high schools

- Provide student enrollment data to high school administrators and counselors
- Verify that high school instructors, including long-term substitute instructors, meet Gateway Technical College certification requirements in accordance with Higher Learning Commission (HLC) guidelines
- Communicate with CTE coordinators and high school instructors regarding course approval, missing documentation and all other general information
- Provide high school instructors and administration with secure email information
- Notify the instructor when the registrations for their courses has been processed and that the instructor is to verify roster accuracy within 2 business days
- Maintain records of which courses at the high school are equated to Gateway courses
- Provide directions and support in accessing class rosters, drop/withdrawal timeframes, and submission of final grades
- Collaborate with CTE Coordinators and Instructors to ensure accurate and timely student enrollment
- Serve as point of contact for initial course requests and general instruction questions
- Communicate opportunities for training, in-services or other important college initiatives

Dual Credit Registration Associate:

- Visit high school Transcribed Credit classroom to review Transcribed Credit opportunities with students and support student registration

Academic Dean(s) Responsibilities:

- Review teacher qualifications and Transcribed Credit course requests
- Ensure course alignment
- Evaluate textbook resources, syllabi and final assessment
- Assign appropriate Gateway Technical College faculty member to serve as peer-instructor/faculty liaison

Gateway Technical College Faculty Responsibilities:

- Meet with the high school instructor to verify the course can be successfully implemented
- Provide standardized college course syllabus information
- Communicate any curriculum changes and confirm continued course alignment
- Collaborate and communicate with high school staff to provide curricular support and ensure teacher access to all course resources
- Observe classroom activities once per semester

New Student Specialists

- Available to provide classroom presentations and meet with students to discuss Dual Credit

High School Staff Supporting Transcribed Credit

High School Administrators/CTE Coordinators:

- Meet with Gateway Technical College staff to establish partnership for upcoming courses
- Ensure that instructors are scheduled to teach the courses they are identified and approved to teach.
- 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
- Provide all necessary student support services
- Maintain records of which students are enrolled in Gateway courses for transcribed credit
- Grant high school credit for completion of Transcribed Credit courses
- Communicate to Gateway Technical College when a long term substitute teacher is assigned to teach a Transcribed Credit class
- Ensure that each high school student has computer and internet access on registration day for each class.

High School Counselors:

- Provide students with information about dual credit opportunities and career pathways
- Ensure students are aware of Gateway Technical College policies regarding enrollment changes, including dropping and withdrawing from class.
- Review Gateway Transcribed Credit course rosters each semester when working with high school students making enrollment changes, i.e. course drops or transfers
- Assist students and ensure all drops/withdrawal requests are completed and submitted, using Gateway Technical College forms, to Gateway's Dual Credit Coordinator by designated deadlines
- Provide students schedules or other required documentation to Gateway's Dual Credit Coordinator to ensure accurate student enrollment records
- Ensure students are aware of the future impacts of withdrawing or failing a Transcribed Credit course

High School Instructors:

- Submit Transcribed Credit request form, Dual Credit instructor application, copies of official college transcripts, DPI license, syllabi, and updated resume to ensure required instructor qualifications are met
- Teach 100% of the Gateway Technical College course competencies outlined in Gateway course syllabus and provided by Gateway faculty
- Attend the Gateway Technical College sponsored adjunct instructor in-service event in either fall or spring
- Assist and ensure student registration is completed by designated deadlines (40 days after the start of the class)
- Login to WebAdvisor to confirm course accuracy and verify course drop and withdrawal deadlines by course start date
- Review the class roster for accuracy within two (2) business days of registrations being processed

- Review class roster several times (at least monthly) throughout the semester and verify student information in WebAdvisor
- Ensure students are aware of Gateway Technical College policies regarding enrollment changes, including dropping and withdrawing from class.
- Ensure students are aware of the future impacts of withdrawing or failing a Transcribed Credit course
- Assist students and ensure all drops/withdrawal requests are completed and submitted by designated deadlines
- Assess competencies at the same level of rigor as Gateway Technical College courses
- Submit midterm grades via WebAdvisor by (timeframe).
- Submit final grades using Gateway Technical College grading standards into WebAdvisor online system **within two (2) business days of course completion**
- Collaborate and communicate regularly with Gateway Technical College staff
- Submit syllabus for all transcribed credit courses

Qualification Requirements for Transcribed Credit Instructors:

Gateway 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 Transcribed Credit Opportunities. Those guidelines state:

“Faculty teaching in career and technical education college-level certificate and occupational associate’s degree programs should hold a bachelor’s degree in the field and/or a combination of education, training and tested experience. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice.”

To ensure all Transcribed Credit instructors meet HLC qualification requirements, Gateway Instructor Qualification Policy A-150 states:

High school instructors teaching Gateway credit courses in their high school (transcribed credit instructors) are not required by WTCS to meet the qualifications of the Faculty Quality Assurance System (FQAS). Nevertheless, transcribed credit instructors meet a standard of credentials and/or tested experience equivalent to other Gateway instructors. The following are required:

a. At the time of assignment, transcribed credit instructors will demonstrate completion of the required academic credentials, licenses or certifications, and/or equivalent tested experience specified by the college, which meet the minimum faculty qualification requirements of the Higher Learning Commission. Appropriate credentials are determined locally by deans with the input of program faculty and the approval of the Executive Vice President/Provost. Given the basic, introductory nature of transcribed credit courses and the traditional preparation of high

school instructors, Gateway considers a discipline-specific education bachelor's degree AND appropriate tested experience (see section 6) to be the equivalent of a discipline-specific bachelor's degree for transcribed credit instructors.

b. Initial qualification is documented by the Human Resources division during the assignment process.

c. Transcribed credit instructors are required to have a Department of Public Instruction license appropriate to their grade level and subject area. The requirements to earn and maintain the DPI license are considered equivalent to the competencies and currency requirements met by Gateway faculty (see 2b and 2c above).

High school Transcribed Credit instructors meet qualification requirements under one of the following tiers:

- Bachelor's or Master's Degree in the content area required for the program courses being taught, *ex. Bachelor of Science in Marketing to teach introductory marketing courses.*
- Bachelor of Education in content area required for the program courses being taught plus substantial, documented non-teaching tested experience. Tested experience can include: work experience, professional development, training and activities in related professional organizations or leadership in related student organizations. *Ex. Bachelor in Technology Education with substantial work experience welding and supervising the SkillsUSA chapter to teach introductory welding courses*
- Non-Subject related Bachelor's degree plus seven years of work experience (Gateway Technical College alternative education and experience requirements). *Ex. seven years work experience in a graphics arts/studio to teach introductory graphic communications courses.*

*****NOTE:** *Some programs areas will require specific certifications in addition to the above stated qualification requirements. E.g.. Automotive teachers are required to maintain ASE certifications in the content area they teach.*

Required Qualification Documents

All potential Transcribed Credit teachers are required to submit the following documents to the Dual Credit Coordinator for qualification review prior to offering any Gateway course as Transcribed Credit.

Documents should be sent via email to transcribedcredit@gtc.edu:

- Dual Credit Instructor Application
- 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 Transcribed Credit Agreement, high school administrators and high school teachers are required to notify the Dual Credit Coordinator of any instructor changes impacting Transcribed Credit courses. An approved Transcribed Credit teacher can miss up to 15 hours of instructional time without notifying Gateway Technical College. Any leaves of absence over the 15 hour mark will require the Dual Credit Coordinator and Academic Dean to complete a qualification review for the substitute teacher.

Instructor Course Management and Requirements

Submit Transcribed Credit Request Form - Recommended deadline June 1st for the upcoming academic year

The Transcribed Credit Request form must be completed annually. The form can be found at www.gtc.edu/hsform and should be submitted electronically. If not already on file with Gateway Technical College, Dual Credit application, copies of official college transcripts, up-to-date resume highlighting relevant non-teaching experience, DPI license and/or additional certifications (as required) must be submitted, as well. Please send all items to:

Gateway Technical College
Attn: Samantha Duczak, Dual Credit Coordinator
Email: transcribedcredit@gtc.edu

Attend Transcribed Credit Professional Development Event (Adjunct In-service) - August 24, 2019 or January 4, 2020

High school instructors who have submitted a Transcribed Credit request form and have been approved by Gateway Technical College to teach Transcribed Credit must attend the adjunct in-service. In-services are held on the Kenosha Campus in the Madrigano Conference Center. New Transcribed Credit teachers are required to stay the entire day and will receive a \$100 stipend. Returning Transcribed Credit teachers are required to stay until 12 p.m. and will receive a \$50 stipend.

Attend K-12 Partner Summer Institute - June 2020

High-school Transcribed Credit instructors, counselors and CTE coordinators are encouraged to join us for college updates, to connect with Gateway faculty, share best practices and work on CTE projects. The event is a two day event held in June. Attendees receive a \$100 stipend for attending one day and \$150 for attending both days.

Provide High School Transcribed Credit Course Schedules-Due July 1st

Class schedule must include: actual start date, end date, start time and end time. Each spring, the Dual Credit Coordinator will share a Google doc with high-school administrators for schedule entry. Please do not send the bell schedule.

Student Registration and Roster Verification

Register Student - No Later Than 40 Calendar Days After the Course Start Date

The Dual Credit Registration Associate will visit each dual credit high-school classroom within the first 40 days of the course to complete the course registration process. Please work with the **Dual Credit Coordinator** to determine a date for registration. Registration will be online. Students are required to have access to a computer during the registration date. After registration is complete the **Dual Credit Coordinator** will assist with roster verification.

Roster Verification - Due within 48 hours of completed registration

Monitor the enrollments in your classes. Your roster lists each student enrolled in your class. Students will not receive credit if they are not registered for the class. Rosters should be monitored and compared to high school course rosters throughout the semester to ensure accurate enrollment records for both Gateway and the high school.

“Is the Student Registered?”

Student registration forms will be processed by Gateway staff within 2 business days of our classroom visit. Student will appear on your roster once processing is completed. Students also receive a confirmation email from Gateway Technical College at the time of processing.

Late Registration - Adding a Class Late

A student may elect to register for the Transcribed Credit portion of a class through the 40th calendar day of the course without Gateway consent.* After the 40th day of the course has elapsed, the student must obtain consent form from the Registration Office and 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.

Withdrawing From Class

A student may withdraw from a course without academic penalty until 80% of class time has elapsed (specific dates are viewable in via the student’s “MyGateway” portal, on the student’s schedule). High-school instructors may also obtain withdrawal deadline dates in their WebAdvisor course rosters. A student withdraws from classes by completing a withdrawal form for each class and submitting to the Dual Credit Coordinator. Transcribed Credit teachers or high school counselors must sign off on the withdrawal request form. A grade of “W” will be recorded on the student academic record. Withdrawal forms are available by contacting the Dual Credit Coordinator. **A student who stops attending a class without withdrawing by the stated deadline receives an “F” grade.**

Grades

All Transcribed Credit instructors are required to enter midterm and final grades in WebAdvisor. All submitted grades must be awarded using Gateway’s approved grading scale. The required course grading scale is available on the Gateway course syllabus. Course syllabi will be provided to high school instructors by Gateway’s faculty members. Failure to enter grades can have a negative impact on

transcripted credit students. To ensure all Transcribed Credit students earn credit for successfully completed courses, grades must be submitted in a timely manner.

How to Access WebAdvisor and Blackboard

Your personal information and your students' information are accessible through WebAdvisor. Student information on WebAdvisor 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 WebAdvisor.

- Visit the Gateway Technical College WebAdvisor website at gtc.edu/webadvisor
 - Click on the Login tab
 - Enter User ID (Gateway ID number)
 - Enter password

BlackBoard may not be required for all courses but could be a valuable tool for our high school instructors. Please note Gateway's policy is that students must have electronic access to the Gateway syllabus and grades at all times. BlackBoard is a great tool for providing that information, however high-school instructors also have the option to utilize their specific high-school learning management tool (for example: Powerschool, Skyward, Infinite Campus, etc.) If they use their own learning management tool they are not required to use BlackBoard for grades and/or syllabus.

Mid-Term Grades

All instructors are required to submit midterm grades. midterm grades are a snapshot of the student's grade on the date the midterm grade was entered. Midterm grades do not appear on the student's transcript and are not calculated into their GPA. Instructor comments may also be provided.

The midterm grade deadline dates are the same as your high-school midterm grading schedule.

The workflow is similar to final grading. When you get to the class list, you choose either midterm grading or final grading. The help screen on the midterm grading page will show what students will see. Instructors have the opportunity to give each student up to 2 comments. Comments are not required.

Final Grades

Grades are to be submitted within 2 business days of the last class meeting of your course. Grades are entered via Web Advisor. Instructions for using Web Advisor can be found online at www.gtc.edu/hsforms. Grades must be submitted in a timely manner, as student transcripts are dependent on your submission of the grades.

Associate degree and technical diploma level credit courses will be graded by the following letter grade and point system. These represent various levels of accomplishment and grade points earned. Some instructors may not use plus (+) or minus (-) grades. Please note that some courses may following a different grading scale than stated below. Specific grading scale requirements can be found on the Gateway course syllabus. Copies of course syllabi can be obtained from your Gateway Faculty Liaison.

Grade	Description	Grade Points
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Satisfactory	2.33
C	Satisfactory	2.00
C-	Satisfactory	1.67
D+	Poor	1.33
D	Poor	1.00
D-	Poor	0.67
F	Failure	0.00
AU	Audit (student initiated)	
I	Incomplete*	

*An I (Incomplete) grade is assigned when the course requirements have not been completed. This usually involves a test, a project, a report, a term paper, etc. The instructor completes an I-grade form, which explains what needs to be completed. Upon completion of the work, a grade change is processed. I grades not changed by the deadline set by the instructor or not changed within one year automatically change to an F.

Missing Grades

All Final grades are required to be entered in WebAdvisor (www.gtc.edu/webadvisor) within 2 business days of the course end date. High-school administrators and instructors will be notified by email for all missing grades. High-school transcribed credit students may be negatively impacted if a course remains on their Gateway academic record without an entered grade. Instructors that repeatedly fail to enter grades by the required deadline may not be approved to teach Transcribed Credit in the following academic year. Please contact the Dual Credit Coordinator with questions or concerns related to specific students.

Grade Changes

Once a final grade has been entered and submitted through WebAdvisor, it cannot be changed in that system. If a grade change is required, high school instructors will need to complete a grade change form through WebAdvisor. Instructions for completing a grade change can be found on the Gateway website by visiting www.gtc.edu/hsforms

Administrative Enrollment Change Requests

Students are responsible for withdrawing themselves from any Transcribed Credit course prior to the deadline. However, in the event that a student encounters an extenuating circumstance that unexpectedly impacted their ability to complete their courses, a high school administrator may request an administrative withdrawal to potentially reduce the academic impact for the student.

An administrator who wishes to submit an administrative withdrawal exception form is required contact the Dual Credit Coordinator to discuss the student's situation in more detail. If it is determined that the student's situation meets the criteria for an administrative withdrawal, the Dual Credit Coordinator will provide the form.

All completed administrative withdrawal exception forms and supporting documentation (if required) must be submitted within 120 days from the official end of the term. If an administrative withdrawal exception form is not submitted within 120 days of the semester a grade of F will be awarded.

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 Gateway Technical College credit courses. These accommodations must follow Americans with Disabilities Act (ADA law), as students are receiving college credit.

Instructors working with Students that have either an IEP or 504 plan are encouraged to contact a Gateway Disability Support Services instructor(s) <https://www.gtc.edu/disability-services/disability-services-staff-directory>) as soon as possible to ensure that such accommodations are implemented in a timely fashion.

FERPA (Privacy Act)

Gateway 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 on the Racine campus.

All student information shared between Gateway and our High School partners regarding dually enrolled Transcribed Credit students must happen via secure email communication. Gateway provide secure email access to all high school partners.

How Students Obtain Gateway Transcripts

Once students successfully complete their Transcribed Credit course and grades have been posted to their student account, students may request an official online transcript through the [National Student Clearinghouse \(NSC\) Website](#). More information about the process and associated fees can be found by visiting www.gtc.edu/transcripts.

Students are not required to submit a transcript if they are intending on continuing their education at Gateway. To see how courses transfer within the technical college system and UW system, please visit: www.gtc.edu/transfer

Questions? Please contact:

Assistant Director College Access Partnerships Katie Graf grafk@gtc.edu 262-741-8474
Dual Credit Coordinator Samantha Duczak, duczaks@gtc.edu, 262-619-6408



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