

## STEP 4: The Next Steps

### Automatic Renewal

- Courses requested for automatic renewal will be checked to assure that an agreement existed for the prior year and WITC coursework has remained consistent.
- Courses eligible for automatic renewal will be added to the new agreement for the upcoming year.

### Advanced Standing

- Competency Review Forms, curriculum, and assessments will be forwarded to the appropriate dean for review.
- Deans & faculty will review materials and determine if an agreement will be developed by **April 1**.
- Completed agreements will be emailed for review and approval by **May 1**.
- Agreements, brochures, and Career Pathways will be posted to the WITC website (<http://www.witc.edu/highschool/advanced.htm>) by **September 1**.

### Transcripted Credit

- [Transcripted Credit Overview PowerPoint](#) (PPT)
- Transcripted Credit Request Forms will be forwarded to the appropriate dean to determine mentors.
- For new transcripted credit agreements, WITC mentors will meet with high school teachers to determine if course content, assessment, textbooks, software, equipment/facilities are the same or an agreed upon equivalent by **April 1**.
- Completed agreements will be emailed for review and approval by **May 1**.
- Agreements, brochures, and Career Pathways will be posted to the WITC website (<http://www.witc.edu/highschool/advanced.htm>) by **September 1**.
- Throughout the school year
  - High school students will register for transcripted credit courses within three weeks of the start date.
  - WITC will bill the high school for tuition and fees and the high school will bill WITC the same amount for instructional costs.
  - WITC mentors and high school teachers will be in contact a minimum of three times for the duration of a course.
  - High school teachers will submit grades within two weeks of the course end date.
  - [Transcripted Credit Flow Chart](#) (PDF)

For further information on the joint curriculum review process at WITC, please contact

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