Transcribed Credit Flow Chart

**New Transcribed Credit Course and/or Instructor**

- WITC Instructor and High School Instructor complete mentor checklist and responsibilities sheet

**High School Students** complete registration forms and High School Instructor returns forms to Academic Affairs Assistant

- Academic Affairs Assistant sends registration materials to High School Instructor

**Academic Affairs Assistant**

- sends WITC application instructions & 103 certification information (if required) to High School instructor only the first time s/he teaches a transcripted credit course. HS Instructor completes necessary paperwork and may be required to submit transcripts.

**WITC Instructor and High School Instructor** communicate as scheduled

**High School Instructor** determines if course competencies were met and determines final student course grades utilizing WITC grading scale

**High School Instructor** submits letter grades to Academic Affairs Assistant within 2 days of class end date.

**Registrar’s Office** sends information on obtaining a college transcript to all students completing courses, C grade or better

**Academic Affairs Assistant**

- develops contract and sends an electronic copy to the High School Principal or Contact for signature

**High School Principal or Articulation Contact** returns one signed contract to Academic Affairs Assistant and retain one copy for high school files

**WITC and High School Business Office** staff journal the reciprocal payment for tuition and fees for transcripted credit students.

**Academic Affairs Assistant**

- sends grade roster (with return due date) to High School Instructor

**High School Instructor**

- determines final student course grades utilizing WITC grading scale

**Continuing Transcripted Credit Course and Instructor**

- High School Instructor(s) complete a Transcribed Credit Request form for all transcripted credit course offerings

**High School Instructor(s)**

- complete Transcripted Credit Request form for all transcripted credit course offerings

**Academic Affairs Assistant**

- emails WITC application instructions & 103 certification information (if required) to High School instructor only the first time s/he teaches a transcripted credit course. HS Instructor completes necessary paperwork and may be required to submit transcripts.

**WITC Instructor and WITC Instructor**

- meet at the Dual Credit Day to plan and discuss course(s) and requirements (Optional attendees—High School Principal & WITC Dean)

**WITC notifies High Schools of Dual Credit Day date/location**

**KEY**

- WITC Academics
- WITC & HS
- High School
- Registrar