



▶ 2019-2020 WITC Articulation Handbook

Wisconsin Indianhead Technical College • Career Prep & K12 Relations

Experience. Success



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

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INTRODUCTION AND WELCOME

Thank you for your commitment to enriching your students’ educational pathways by providing them the opportunity to earn WITC credits while still in high school. Together, we can provide experiences that better prepare students for post-secondary success.

Articulation agreements are developed, reviewed, and finalized as a collaborative process that is outlined in this document. In this handbook you will find detailed information on articulation options, credentialing requirements for teachers, and a complete list of WITC courses available for articulation.

As part of an agreement between Wisconsin’s sixteen technical college districts, articulated credit is transferable to other technical colleges provided they offer similar courses. In addition, the University of Wisconsin System and other colleges have transfer credit agreements with WITC that may allow a student to obtain university credit for coursework successfully completed through articulated agreements. Students should contact the college they are planning to attend for verification that coursework will transfer.

We also invite you to view current and past articulation agreements on our website at:
<http://www.witc.edu/dualcredit>.

Again, thank you for your commitment to helping students make an easy transition to Wisconsin Indianhead Technical College. We look forward to working with you.

All inquiries should be directed to the Articulation Team:

Jeanne Germain, Director of Career Prep & K12 Relations • jeanne.germain@witc.edu

Natalie Landgreen, Career Prep Technician • natalie.landgreen@witc.edu

MaKayla Kuhn, Career Prep Assistant • makayla.kuhn@witc.edu

NEW ARTICULATION AGREEMENT PROCESS AND TIMELINE

19-20 Schedule (Target Dates)	Activity	Responsibility of:	
		High School	WITC
Friday, September 6	<ul style="list-style-type: none"> Dual Credit Day notice, articulation handbook, and application link sent to high school instructors 		Career Prep Technician
Tuesday, September 17	<ul style="list-style-type: none"> Deadline for high school instructors to: (a) Complete WITC application w/required documentation (b) RSVP for Dual Credit Day 	High School Instructors	
By Monday, September 30	<ul style="list-style-type: none"> Reviews application materials to determine if instructors meet credentialing requirements; communicates results High school instructors provided with: <ul style="list-style-type: none"> Teacher articulation eligibility (dual credit or advanced standing) and instructions regarding curriculum Course checklists Dual Credit Day schedule 		Credentialing Manager Career Prep Technician
Friday, October 4	<ul style="list-style-type: none"> Deadline for high school instructors to submit completed AS checklists and portfolios 	Advanced Standing High School Instructors	
By Wednesday, October 9	<ul style="list-style-type: none"> WITC Mentors assigned to HS instructors and scheduled for Dual Credit Day Completed Articulation Checklists forwarded to mentors 		Associate Deans Career Prep Technician
By Friday, October 18	<ul style="list-style-type: none"> Deadline for mentors to seek additional information from AS instructors if checklists were incomplete 		WITC Mentors
Wednesday, October 23 Dual Credit Day WITC-Rice Lake	<ul style="list-style-type: none"> Participate in WITC Dual Credit Day to initiate new and/or review existing dual credit agreements for the <u>following school year</u>. Articulation Checklists are reviewed, signed, and submitted. If not ready for signature, document what is needed and submit. 	High School Instructors and Administrators High School Instructors	DC Mentors, Academic Deans, Career Prep Staff WITC Mentors
By Wednesday, January 1	<ul style="list-style-type: none"> Articulation Checklists are completed and Advanced Standing forms are signed and submitted. (If not done on Dual Credit Day.) 	High School Instructors	WITC Mentors Career Prep Technician
By Friday, January 31	<ul style="list-style-type: none"> Agreements are finalized, signed, and distributed to High School instructors 		Career Prep Technician

CLASSROOM VISITS BY WITC CAREER SPECIALISTS

WITC Career Specialists can visit high school dual credit classes to help students understand the importance of college coursework and grading on a college transcript, provide information on the transferability of the dual credit course to WITC and other colleges, and discuss various career pathways and options related to the course in which they are enrolled.

To have a Career Specialist visit with your students, please contact Natalie Landgreen at natalie.landgreen@witc.edu.

ARTICULATION OPTIONS GUIDE AND TERMINOLOGY

Terminology	Advanced Standing	Dual Credit
DEFINITIONS	Application of the credit is delayed until students enroll in a technical college program	Dual Credit may also be referred to as: “transcripted credit ” as student earns credit(s) that are on their WITC transcript OR “direct credit” as students are earning technical college credit directly from the technical college
RELATIONSHIP BETWEEN HIGH SCHOOL AND TECHNICAL COLLEGE COURSES	<p>High school course(s) or competencies are determined to be equivalent or comparable to a technical college course. Agreements require a minimum of a 3.0 grade point on a 4.0 scale for students to earn credit. High school grading policies and standards are followed. No limit regulated.</p> <p>High school receives FTE.</p>	<p>Starting with the 2018-2019 school year, all Dual Credit courses <u>must</u> use WITC curriculum, software, and textbooks.</p> <p>Technical college curriculum is taught to high school students. No limit regulated.</p> <p>Students earn both high school credit and technical college credit simultaneously. Technical college grading policies and standards established in the agreement are followed.</p> <p>High school receives FTE.</p> <p>Limited funds <u>may</u> be available to help defray the cost of textbooks for new Dual Credit courses.</p>
TEACHER CREDENTIALING REQUIREMENTS	High school teacher with current DPI license in the related area of instruction teaches the course and is paid by the high school.	A high school teacher with current DPI license in a related area granted WTCS articulation certification, or WTCS certified technical college instructor teaches the course and is paid by the high school. (See next page.)
LOCATION	High School is responsible for course facilities.	High School is responsible for course facilities.
DOCUMENTATION	School district maintains student transcript. Technical college credit for prior learning is awarded to the student after the student’s transcript is compared with the agreements posted on the College web site to determine credit.	Technical college maintains the student’s transcript for technical college course work. The school district maintains the student’s transcript including high school and technical college course work.
DATA REPORTING	School districts receiving Perkins funds are required to report current articulation in the Vocational Education Enrollment Reporting System (VEERS).	The technical college reports the course in the WTCS Client Reporting System.
AGREEMENT/COSTS	Involves a written articulation agreement. No fees are charged to the student or school district.	Involves a written contractual agreement and cost-neutral arrangement between a school district and a technical college.
THREE YEAR REVIEW	All agreements will be reviewed every three years to ensure that the integrity of course credit is maintained and curriculum is updated as necessary.	
TRANSFER TO ANOTHER WTCS TECHNICAL COLLEGE	According to the Credit for Prior Learning policy (Educational Services Manual 12.10.5), technical college credit awarded for high school coursework covered by an articulation agreement at the originating technical college shall be accepted as credit toward completion of a comparable course or courses by the receiving technical college.	All courses taken for technical college credit appear on a student's transcript and shall be transferrable to other technical colleges that have the same program.

DUAL CREDIT RESPONSIBILITIES

High School Teachers

Teachers of WITC Dual Credit coursework are expected to complete the following activities:

1. Submit an electronic WITC job application.
<https://chp.tbe.taleo.net/chp03/ats/careers/v2/viewRequisition?org=JHQB64&cws=40&rid=57>
2. Take responsibility for overseeing the registration of students who wish to enroll in the WITC Dual Credit course. **Submit* registrations no later than two weeks after the start date of the course.**
3. Review the class roster to verify that all high school students who wished to enroll for Dual credit are listed. **Any additions or changes must be submitted within two weeks of receipt of the class roster.**
4. Work with the WITC Dual Credit Mentor to assure the content, rigor, and evaluation standards of the WITC course are being met.
5. **Submit* final grades, using the WITC grading policy, within five days of the end date of the course.**

* WITC's new registration process is facilitated by MaKayla Kuhn, Career Prep Assistant. Please email MaKayla with any questions at makayla.kuhn@witc.edu.

See page 5 for the Substitute Policy Related to Dual Credit Instruction at the High School.

WITC Grading Scale, Grading Policy, Dropping Students & Transcript Information

1. All dual credit course grades must:
 - be calculated using WITC's grading scale (see grade scale listed below)
 - reflect comparable (if not the same) assessment strategies and level of rigor
 - be measured by achievement of the course objectives only (attendance, effort, and extra credit should not be a factor)
 - reflect a letter grade and not a percentage
2. WITC will enter the student's final course grade (provided by the Dual Credit teacher) to their WITC student record. Students earning a grade of F will receive a grade of TCU (transcripted credit unearned).
3. WITC will allow student drops from dual credit classes up until 80% of the class is completed. The latest date to drop students will be listed on the class roster provided by the Career Prep Assistant.
4. All dual credit students will receive information from WITC on how to obtain a WITC transcript near the end of the school year. Transcript information can also be found at: <https://www.witc.edu/transcript>.

WITC Grading Scale			
Letter Grade	Description	Grades Scored Between	Grade Points/Credit
A	Excellent	94.5 and 100%	4.00
A-		92.5 and less than 94.5%	3.67
B+		90.5 and less than 92.5%	3.33
B	Above Average	86.5 and less than 90.5%	3.00
B-		84.5 and less than 86.5%	2.67
C+		82.5 and less than 84.5%	2.33
C	Average	79.5 and less than 82.5%	2.00
C-		77.5 and less than 79.5%	1.67
D+		75.5 and less than 77.5%	1.33
D	Below Average	71.5 and less than 75.5%	1.00
D-		69.5 and less than 71.5%	0.67
F	Failure	0 and less than 69.5%	0.00

SUBSTITUTE POLICY FOR DUAL CREDIT INSTRUCTION AT THE HIGH SCHOOL

It's expected that the primary instructor teach the course from start to finish.

Long-term substitutes for transcribed credit courses do not need to meet credentialing requirements or complete application materials **unless** one or more of the following situations exist:

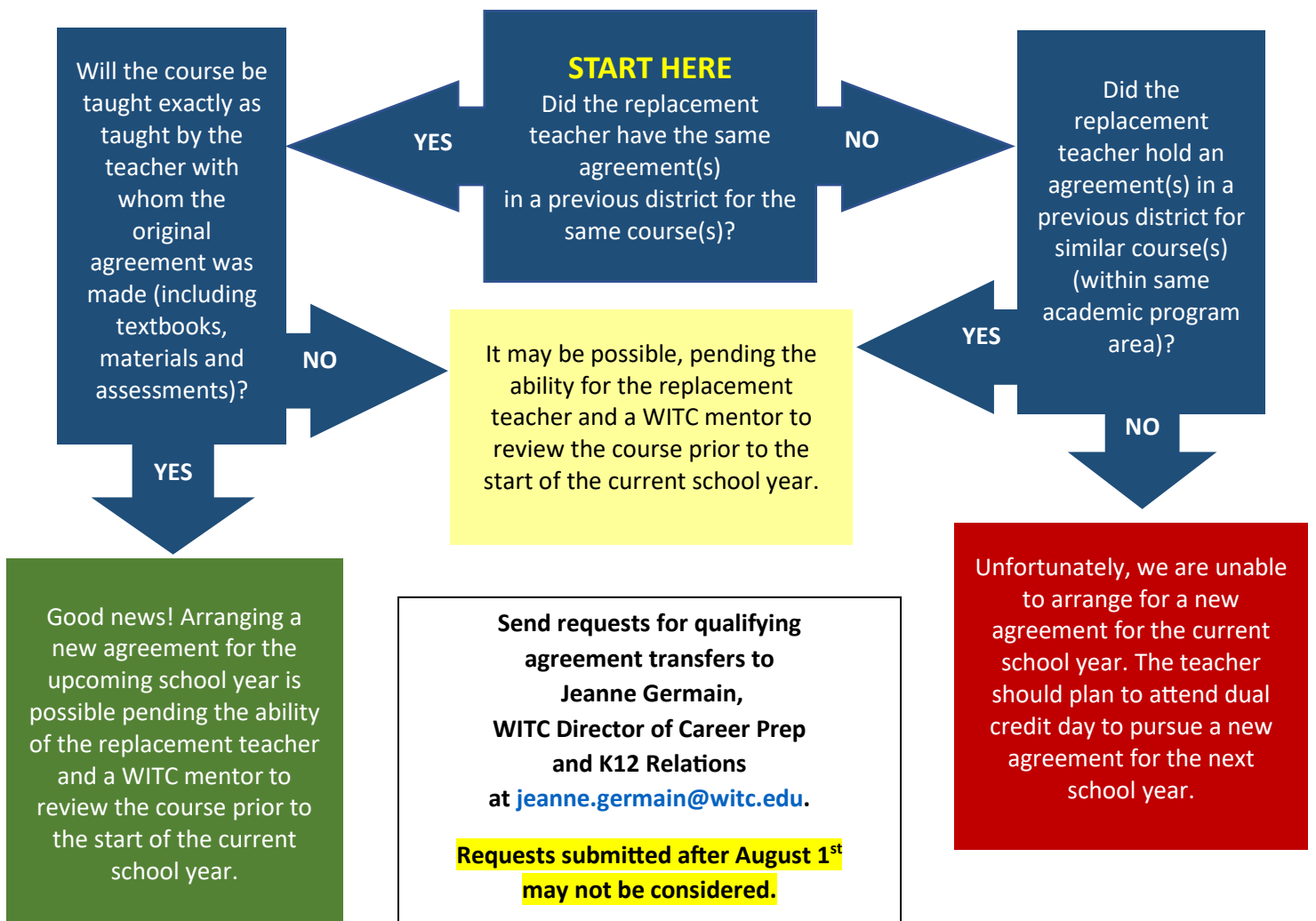
- The substitute teaches more than 25% of the course
- The substitute assigns the final grade for the course
- The substitute deviates from the curriculum of the instructor of record

If any of the above apply, the long-term substitute must do the following:

- Meet with a WITC mentor for the course(s).
- Complete all application materials prior to students registering for the course(s).

TEACHER TRANSFER POLICY

If there is a new teacher for courses included on your district articulation agreement, refer to the chart to determine whether the agreements can be continued for the current school year.







CREDENTIALING REQUIREMENTS FOR PART-TIME INSTRUCTORS

High school instructors who teach Dual Credit courses must meet the same credentialing requirements as Part-Time WITC Instructors.

COURSES W/IN DEGREE TYPE	ACADEMIC CREDENTIALS +	WORK EXPERIENCE REQUIREMENTS/STANDARDS
ONE-YEAR TECHNICAL DIPLOMA	Baccalaureate Degree +	Twenty-four months (4,000 hours of verifiable occupational experience in each occupational area of which at least 2,000 hours must be within 5 years of the date of appointment).
	OR	
	Baccalaureate Degree +	12 months (2,000 hours of verifiable occupational experience in each occupational area of which at least 1,000 hours must be within 5 years of the date of appointment), PLUS DPI license relevant to the content area of the course.
	OR	
	Associate Degree +	Three and one-half years (7,000 hours) of verifiable occupational experience to attain a total of 14,000 hours.
OR		
No Degree +	A combination of work experience plus education or training (DPI license equals 2 years) equal to seven years (14,000 hours).	
TWO-YEAR TECHNICAL DIPLOMA	Baccalaureate Degree +	Twenty-four months (4,000 hours of verifiable occupational experience in each occupational area of which at least 2,000 hours must be within 5 years of the date of appointment).
	OR	
	Baccalaureate Degree +	12 months (2,000 hours of verifiable occupational experience in each occupational area of which at least 1,000 hours must be within 5 years of the date of appointment), PLUS DPI license relevant to the content area of the course.
	OR	
	Associate Degree +	Three and one-half years (7,000 hours) of verifiable occupational experience to attain a total of 14,000 hours.
OR		
No Degree +	A combination of work experience plus education or training equal to seven years (14,000 hours).	
ASSOCIATE DEGREE	Baccalaureate Degree +	Twenty-four months (4,000 hours of verifiable occupational experience in each occupational area of which at least 2,000 hours must be within 5 years of the date of appointment)
	OR	
	Baccalaureate Degree +	12 months (2,000 hours of verifiable occupational experience in each occupational area of which at least 1,000 hours must be within 5 years of the date of appointment), PLUS DPI license relevant to the content area of the course
GENERAL STUDIES	Master's degree in discipline +	Twelve months (2,000 hours) of verified occupational experience in field other than education.
	OR	
	Master's degree in any field + 18 graduate level credits in the discipline being taught. +	Twelve months (2,000 hours) of verified occupational experience in field other than education.

WITC COURSES AVAILABLE FOR ARTICULATION FOR 2019-2020

WITC Course Number	WITC Course Title	Articulation Option*		Credits	Credential Requirements for Dual Credit Instructors (Refer to page 6)
		DC	AS		
Agriculture					
31091335	Dairy Cattle Genetics and Reproduction	X	X	4	One-Year Technical Diploma
31091348	Dairy Cattle Management	X	X	2	One-Year Technical Diploma
31080371	Soil Management	X	X	3	One-Year Technical Diploma
31080372	Crop Management	X	X	3	One-Year Technical Diploma
31080375	Farm Records and Analysis	X	X	3	One-Year Technical Diploma
Architecture and Construction					
 10614172	Architectural Drafting and Design 1	X	X	4	Associate Degree & experience in AutoCAD
 10614170	Architectural Materials and Methods 1	X	X	3	Associate Degree
 10614176	Architectural Technology 1	X	X	3	Associate Degree & experience in AutoCAD
 10614177	Architectural Technology 2	X	X	2	Associate Degree & experience in Revit
32410300	Cabinet and Furniture Making 1	X	X	5	Two-Year Technical Diploma
32410303	Construction Framing 1	X	X	4	Two-Year Technical Diploma
32410332	Drafting for Carpentry 1	X	X	5	Two-Year Technical Diploma
Business Management					
10105125	Business Law	X	X	3	Associate Degree
10196145	Contemporary Business for Supervisors	X	X	2	Associate Degree
10196108	Customer Service		X	1	N/A - (Adv. Standing Only)
10105100	Introduction to Business	X	X	3	Associate Degree
Finance and Accounting					
10101101	Financial Accounting 1	X	X	4	Associate Degree
10101176	Financial Accounting 1A	X	X	2	Associate Degree
10101177	Financial Accounting 1B	X	X	2	Associate Degree
10114125	Personal Finance	X	X	3	Associate Degree
General Studies					
32801362	Advanced Communications Skills	X	X	2	General Studies
32801361	Applied Communications	X	X	2	General Studies
32809380	Applied Interpersonal Skills	X	X	2	General Studies
32804303	Applied Math	X	X	2	General Studies
32804325	Applied Technical Math 1	X	X	3	General Studies
10804123	Math with Business Applications		X	3	N/A - (Adv. Standing Only)
10890100	Success Strategies 1	X	X	1	Associate Degree & On Course Training (Credit or Non-Credit)

*DC = Dual Credit • AS = Advanced Standing • Please refer to page 3 for details.



WITC Course Number	WITC Course Title	Articulation Option*		Credits	Credential Requirements for Dual Credit Instructors (Refer to page 6)
		DC	AS		
Health					
10510135	Anatomy, Physiology and Disease Concepts	X	X	2	Associate Degree & DPI Lic. #'s 605, 910, 75, or 210 AND Anatomy & Physiology on transcript
10501101	Medical Terminology	X	X	3	Associate Degree & DPI Lic. #'s 605, 910, 75, or 210 AND Anatomy & Physiology on transcript
10501107	Digital Literacy for Healthcare	X	X	2	Associate Degree & DPI Lic. #'s 605, 910, 75, or 210 AND Anatomy & Physiology on transcript
Family and Consumer Services					
10307148	ECE: Foundations of Early Childhood Education	X	X	3	Associate Degree & DPI Lic. # 210
10307151	ECE: Infant and Toddler Development	X	X	3	Associate Degree & DPI Lic. #210
Information Technology					
10150139	IT Essentials	X	X	2	Associate Degree & DPI Lic. #'s 250 or 220 AND CISCO Credential
10152135	Program Logic	X	X	3	Associate Degree
10152101	Web Design and Development	X	X	3	Associate Degree
Manufacturing					
32420314	Basic Machine Shop	X	X	3	Two-Year Technical Diploma
32420338	CAD Basics	X	X	1	One-Year Technical Diploma & DPI Lic. # 220
32414335	DC Electricity	X	X	3	Two-Year Technical Diploma
31442377	Flux Cored Arc Welding 1	X	X	2	One-Year Technical Diploma
31442370	Gas Metal Arc Welding 1	X	X	3	One-Year Technical Diploma
31442379	Gas Tungsten Arc Welding 1	X	X	2	One-Year Technical Diploma
32462317	Industrial Safety	X	X	1	Two-Year Technical Diploma
32420361	Introduction to CAD/CAM	X	X	1	Two-Year Technical Diploma
32420306	Machine Shop Theory 1	X	X	2	Two-Year Technical Diploma
32420311	Materials for Machine Tooling Technics	X	X	1	Two-Year Technical Diploma
31442376	Oxyfuel and Arc Cutting Processes	X	X	2	One-Year Technical Diploma
32420310	Print Reading	X	X	2	Two-Year Technical Diploma
32420321	Print Reading for Machine Trades 1	X	X	1	Two-Year Technical Diploma
31442321	Print Reading for Welding Trades	X	X	1	One-Year Technical Diploma
31442373	Shielded Metal Arc Welding 1	X	X	3	One-Year Technical Diploma
32442307	Welding for Mechanics	X	X	2	Two-Year Technical Diploma

*DC = Dual Credit • AS = Advanced Standing • Please refer to page 3 for details.



WITC Course Number	WITC Course Title	Articulation Option*		Credits	Credential Requirements for Dual Credit Instructors (Refer to page 6)
		DC	AS		
Marketing, Sales and Service					
10104102	Marketing Principles	X		3	Associate Degree
Transportation, Distribution and Logistics					
32404375	Automotive Fundamentals		X	2	N/A - (Adv. Standing Only)
31461310	Introduction to 12-Volt Electrical Theory		X	1	N/A - (Adv. Standing Only)
31461312	Introduction to Hydraulics		X	1	N/A - (Adv. Standing Only)
31461301	Engine and Chassis Repair 1		X	5	N/A - (Adv. Standing Only)

*DC = Dual Credit • AS = Advanced Standing • Please refer to page 3 for details.

Course descriptions can be found in the college catalog on our website at: <https://www.witc.edu/catalog>

ACCEPTABLE ACCOMMODATIONS IN DUAL CREDIT CLASSES

Technical colleges and high schools both have independent legal obligations to students with disabilities. This means allowable accommodations can look different between high school and college. Since dual credit courses are actually college classes, the following information should be considered for students requiring accommodations (taken from [Dual Enrollment and Disability Services PPT](#)):

- College disability services staff do not provide the same services or perform the same functions as a high school special education teacher, case manager, or transition specialist
- It is possible that accommodations available to the student in the high school setting will not be allowable in college
- Specifically, accommodations should not fundamentally alter the essential components of the course
- The student’s IEP team should help decide which accommodations are necessary to be successful in a Dual Enrollment Program

Commonly Approved at a College Level	May Not be Appropriate at College Level
Extra time on tests	Change in contents of an exam, unlimited time, or reduced possible answers
Reduced distraction testing environment	Change in licensing or certification requirements
Access to additional technology (Smart pens, iPads, alternative textbooks)	Modified attendance in certain programs
Tests read aloud by software	Personal care attendants
Peer note takers	Modified curriculum or course expectations
Preferential seating in the classroom	Extension of deadlines for assignments
Screen readers and audio textbooks	

For questions regarding dual credit class accommodations, please contact the WITC Accommodations Specialist, Heidi Diesterhaft @ heidi.diesterhaft@witc.edu.

WITC ARTICULATION AGREEMENT 3-YEAR REVIEW PROCESS/TENTATIVE TIMELINE

1. By May 1, each year, WITC Career Prep Technician will send Course Checklists to each of the teachers who have current agreements that will be 3 years old at the start of the next school year.
2. Teachers will be asked to return the completed checklists, along with copies of their syllabi, to the Career Prep Technician by August 1st.
3. Completed Course Checklists will be forwarded to mentors (as assigned by the Deans) for their review and response to the Career Prep Technician by September 1st.
4. If the mentor is satisfied that the current course competencies are being met, the form is signed and submitted back to the Career Prep Technician.
5. The Career Prep Technician will notify the teacher their agreement has been approved for another 3 years.
6. If the mentor is not satisfied, or there are red flags, etc., the teacher will be required to attend Dual Credit Day to meet with the mentor in person where they will discuss the concerns and set an action plan.
7. If the teacher cannot attend DCD, he/she will be responsible to set up a meeting at another time prior to the end of the 1st semester.
8. At DCD, if the issues are resolved, the form is signed and submitted to the Career Prep Technician, who will notify the teachers their agreements are approved for another 3 years.
9. If issues remain after DCD, the teacher will be responsible for addressing them, per the action plan developed and agreed upon by the teacher and mentor, by the end of the 1st semester.
10. If, for any reason, the course remain unapproved by the mentor by the end of 1st semester, the teacher will be notified that their agreement will become null (or reduced from DC to AS) for the following school year. If they wish to have their agreement reinstated the following school year, they will have to attend DCD again and start over as if a new agreement.

May 1Career Prep Technician sends Course Checklists to Teachers
 August 1Teachers return Course Checklists and Syllabi to Career Prep Technician
 August 3Career Prep Technician sends completed Course Checklists to Mentors
 September 1Mentors notify Career Prep Technician of agreement status.
 September 5Career Prep Technician notifies teachers of agreement status/sends Dual Credit Day information
 Dual Credit DayTeachers meet with Mentors to address concerns and develop action plans if needed.
 End of 1st SemesterMentors notify Career Prep Technician of agreement status.
 End of 1st SemesterCareer Prep Technician notifies teachers of agreement status.

