Blackhawk Technical College

Transcripted Credit Handbook

2022-2023 Academic Year

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Introduction to Transcripted Credit

Dual credit programs provide opportunities for high school students to earn college credit while completing their high school diploma. Blackhawk Technical College (BTC) partners with school districts to provide dual credit courses for college-ready high school students so that they can accelerate and advance their post-secondary academic and career opportunities.

BTC provides several forms of dual credit opportunities, including Transcripted Credit, *Start College Now* and Advanced Standing. This handbook covers the operating guidelines for BTC's Transcripted Credit program.

Glossary of BTC Dual Credit Terms

- **Dual Credit** – An "umbrella" term which includes multiple delivery methods for college ready high school students to earn both high school and college credits.
- **Transcripted Credit** – A method of earning dual credit which involves a College Credentialed High School Instructor delivering a Blackhawk course within the high school.
- **Start College Now** – A method of earning dual credit which involves a college ready high school student enrolling in a traditional college course offered at BTC and taught by a Blackhawk instructor.
- **Advanced Standing** – A method of earning credit with BTC (only) if a student chooses to attend Blackhawk after graduation.
- **College-Credentialed High School Instructor** – A teacher that has earned the minimum credentials in order to teach a Transcripted Credit course within a chosen discipline.
- **BTC Faculty Mentor** – A current BTC Instructor that is responsible for partnering and supporting Transcripted Credit instructors within a specific academic discipline.
- **Early College Specialist** – A BTC administrator responsible for the overall communication, administration, and operations of the BTC Dual Credit opportunities.

What are Transcripted Credit courses?

- Transcripted Credit courses are offered by participating high schools and are taught by College-Credentialed High School Instructors. Students earn college credit, and these credits are recorded on their BTC transcript.
- College-Credentialed High School Instructors work directly with a BTC Faculty Mentor to teach the BTC curriculum.

Why should a student choose a Transcripted Credit course?

- Studies have shown that college ready high school 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.
- Students will get a head start on a path to college or a career, Transcripted Credits may be applied to BTC associate degree programs, technical diplomas and industry-recognized credentials.
- Students who achieve college credit while in high school benefit financially by saving money on courses they do not have to take in college.

Guidelines for the BTC Transcripted Credit Program

The Transcripted Credit program relies on strong partnerships between BTC and participating school districts. The following guidelines outline responsibilities and expectations for Transcripted Credit Program partnerships.

BTC Responsibilities and Expectations

1. The BTC Early College Specialist reviews course options for Transcripted Credit with school district administrators. BTC courses each have minimum credentials and experience required for a district teacher to be approved as a College-Credentialed High School Instructor to teach Transcripted Credit courses.
2. District administrators are responsible for identifying teachers qualified to become College-Credentialed High School Instructors. The BTC Early College Specialist will work with the teacher to submit an application for college review of their credentials and experience to determine if they can be approved to teach Transcripted Credit courses.
3. Districts are responsible for selecting which courses that their College-Credentialed High School Instructors teach for Transcripted Credit each academic year.
4. Districts will provide the BTC Early College Specialist with an annual plan for Transcripted Credit course offerings.
5. BTC is responsible for providing the school district with an annual Memorandum of Understanding (MOU) approving the Transcripted Credit courses that will be offered and confirming that College-Credentialed High School Instructors are assigned to teach them.
   - Transcripted Credit courses may be taught in either a semester or year-long schedule. Alternative schedules for delivery must be specified by the school district in the MOU and approved by the BTC Instructional Supervisor in advance of the course offering.
   - Transcripted Credit courses are approved for standard classroom delivery. Online or hybrid modalities for delivery of a Transcripted Credit course must be specified by the school district in the MOU and approved by the BTC Instructional Supervisor in advance of the course offering.
   - Transcripted Credit courses may not be offered via distance education networks unless specified by the school district in the MOU and approved by the BTC Instructional Supervisor in advance of the course offering
   - Transcripted Credit courses may not be offered via independent study.
6. In order to support the professional development, BTC assigns each College-Credentialed High School Instructor with a BTC Faculty Mentor based on the course subject area.
7. BTC will provide a College-Credentialed High School Instructor with access to Blackboard (BTC's Learning Management System) for the Transcripted Credit courses that they are scheduled to teach.
8. The BTC Early College Specialist will organize mandatory workshops on the BTC campus for College-Credentialed High School Instructors to collaborate with their BTC Faculty Mentors to cover course content and instructional methods.

BTC Faculty Mentor Responsibilities

- Provide the College-Credentialed High School Instructor with the college's curriculum and related materials for instruction.
  - Course Syllabus

- o Course Curriculum
- o Textbook information
- o Course Assessments including the final, comprehensive assessment, challenge exam (exam, portfolio, project, etc.)
- o Course Grading Scale
- o Teaching Materials such as PowerPoints, videos, handouts, etc.
- Meet face-to-face with a new College-Credentialed High School Instructor to review the BTC curriculum for each Transcripted Credit course to be offered.
  - o If a BTC Faculty Mentor does not feel that College-Credentialed High School Instructor is prepared to teach the Transcripted College course content, they will notify the BTC Early College Specialist and their Instructional supervisory (chair/dean/director).
  - o BTC Faculty Mentors must seek approval for travel to high schools for mentoring visits from the appropriate Instructional supervisory (chair/dean/director) and the BTC Early College Specialist.
- Collaborate with the College-Credentialed High School Instructor to develop their course syllabi to ensure that BTC course competencies are met, and curriculum is followed.
- Communicate regularly with the College-Credentialed High School Instructor during the semester (via telephone, email, or onsite/workshops) to provide assistance, review progress and support the instructional content, rigor, assessment, and grading requirements for Transcripted Credit courses.
- Visit the College-Credentialed High School Instructor's high school classroom. The BTC Early College Specialist will assist with coordinating these types of campus and classroom visits.
- For more information on the BTC Faculty Mentor see Appendix A.

Guidelines for Instructional Review of a Transcripted Credit Course

- The BTC Faculty Mentor will conduct an annual review of the instruction provided for the Transcripted Credit course to assure the following:
  - o College-Credentialed High School Instructor is demonstrating the ability to teach the competencies of the BTC course.
  - o The BTC course curriculum is being implemented and followed.
  - o College-Credentialed High School Instructor is using the textbook assigned to the course or the equivalent with consent from the BTC mentor faculty.
  - o Appropriate assessments are being utilized to determine acquisition of the competencies.
  - o The high school students are utilizing Blackboard.

Resolving Issues of Concern Regarding Instruction in a Transcripted Credit Course

- The BTC Faculty Mentor will inform their BTC Instructional Supervisor (chair/dean/director) and the BTC Early College Specialist about the nature of the concern.
- The Early College Specialist will convene a meeting to discuss the concern with the College-Credentialed High School Instructor, BTC Faculty Mentor, and the BTC Instructional Supervisor.
- The BTC Instructional Supervisor will evaluate the issue of concern and determine what corrective actions, if any, need to be developed. A corrective action plan will be communicated to the College-Credentialed High School Instructor for them to implement with monitoring by the BTC Faculty Mentor.
- The BTC Early College Specialist will notify the district point-of-contact about the issue of concern and the resolution, as appropriate.
- Approval for Transcripted Credit may be terminated if the issues of concern are not resolved within the semester that they are identified.

School District Responsibilities

- Provide a single point of contact for the BTC Transcripted Credit Program partnership to facilitate communication about course offerings and the MOU.
- Maintain regular communications with BTC on all matters covered by the MOU including instruction, registration, timelines, etc.
- Communicate guidelines and information about the BTC Transcripted Credit Program partnership to district administrators, instructors, staff, students, and parents.
- Communicate what courses will be offered for Transcripted Credit in each high school to instructors, staff, students and families
- Coordinate College-Credentialed High School Instructors, including:
  - Assign Transcripted Credit courses
  - Ensure that College-Credentialed High School Instructors are meeting BTC expectations
  - Communicate instructor concerns to the BTC Early College Specialist
  - Support the professional development of district teachers to become College-Credentialed High School Instructors
- Ensure all associated staff, instructors, and students abide by established deadlines for application, registration, grading, etc.
- Ensure students complete a BTC Transcripted Credit application and register into the Transcripted Credit courses.
- Collaborate with BTC to develop new opportunities for Transcripted Credit and other partnerships.

Costs Related to District Offerings of Transcripted Credit Courses

School districts are responsible for all expenses related to the College-Credentialed High School Instructor's time and labor required to establish and maintain the agreement, learn the course, instruct the course, register and grade students and for the district's purchase of required textbooks.

District High School Teacher Credentialing Process

The BTC process for approving credentials for high school teachers to become a College-Credentialed High School Instructor is outlined as follows:

1. The high school teacher contacts the BTC Early College Specialist to discuss becoming a College-Credentialed High School Instructor and to obtain the credentialing application materials. Application materials include:
   a) Dual Credit Application Form, indicate course(s) that the instructor applying to teach
   b) Original or notarized copies of college and university transcripts indicating degree(s) conferred and/or all applicable post-secondary coursework
   c) Up-to-date resume that accurately reflects all employers and work-related experience
   d) Copies of required certifications that are specific to the discipline
2. The Early College Specialist will receive the credentialing application materials and submit completed applications to the Office of Academic Affairs for College review and approval.
3. After college review and approval:

a) The College-Credentialed High School Instructor's academic file is sent to the BTC Human Resources to start the onboarding process to authorize BTC email and Blackboard access. The academic files are retained in the Human Resources Department.

b) The BTC Early College Specialist and BTC Instructional Supervisor are notified of which BTC courses the College-Credentialed High School Instructor is approved to teach.

c) College-Credentialed High School Instructors will receive notification of approval to teach Transcripted Credit courses, a BTC email address and Blackboard login from the BTC Early College Specialist.

d) College-Credentialed High School Instructors will be assigned a BTC Faculty Mentor. The role of the BTC Faculty Mentor is to:
  - Provide BTC's course curriculum & competencies
  - Provide textbook information and/or approve the textbook currently used
  - Provide a sample syllabus
  - Provide the required BTC grading scale
  - Reach out throughout the year to provide assistance
  - Answer your questions, visit your classroom and engage with your students.

e) If the BTC Faculty Mentor and Early College Specialist determine the College-Credentialed High School Instructor is not prepared to teach the course, they have the right to deny them that privilege.

College-Credentialed High School Instructor Provisioning Process

- The Office of Academic Affairs sends transcripts and the completed Minimum Qualification form to BTC Human Resources and notifies the academic division of the instructor approval.

- BTC Human Resources initiates a Banner record and provisioning process for the College-Credentialed High School Instructor.

- BTC Human Resources notifies the BTC Early College Specialist and appropriate academic division administrative assistant when the College-Credentialed High School Instructor is setup in Banner and SumTotal.

- BTC division administrative assistant notifies BTC Faculty Mentor of the College-Credentialed High School Instructor, and the assigned Faculty Mentor reaches out to the new instructor.

- BTC Early College Specialist notifies the College-Credentialed High School Instructor and provides them with their BTC username and password.

- BTC Early College Specialist works with the Registrar's staff to have Course Registration Numbers (CRN) created and provides the names of College-Credentialed High School Instructors to be assigned to each section.

College-Credentialed High School Instructor Responsibilities

Administrative Responsibilities for Transcripted Credit Courses

- Submit a course syllabus to your BTC Faculty Mentor and upload the course syllabi into the designated syllabus area in Blackboard each semester for each Transcripted Credit course taught.

- Attend all mandatory Transcripted Credit workshops and meetings; failure to attend a required event may lead to suspension of the College-Credentialed High School Instructor's approval to teach Transcripted Credit courses.

- Coordinate the student application and registration processes for each Transcripted Credit Course

taught. The BTC Early College Specialist will provide instructions along with the course registration number (CRN).

- Submit course grades in Blackboard using the BTC grading scale. The instructions are provided in Blackboard.
- Maintain communications with the assigned BTC Faculty Mentor throughout the school year to ensure that the content, rigor and assessment standards of the BTC course are being met. Communications may be in person, by phone or by email.
- The first time a College-Credentialed High School Instructor teaches a Transcripted Credit course they are required to meet in person with the BTC Faculty Mentor to discuss course content and assessments.

Instructional Responsibilities for Transcripted Credit Course

- College-Credentialed High School Instructors are responsible for teaching and assessing student learning for all of the course competencies.
- College-Credentialed High School Instructors will be provided BTC course curriculum, textbook information, course assessments, and course grading scale. These materials must be used by the College-Credentialed High School Instructor teaching a Transcripted Credit course.
- For each Transcripted Course taught, the College-Credentialed High School Instructor is expected to upload a course syllabus in Blackboard that is reviewed and approved by their BTC Faculty Mentor.
- High school students enrolled in a Transcripted Credit course will be required to take and pass all assessments and/or the BTC final exam.
- College-Credentialed High School Instructors may add or supplement content and/or materials, but may not remove any BTC course content/materials.
- The textbook for the course is the same as used by BTC faculty or may be an equivalent with consent from BTC Faculty Mentor.
- College-Credentialed High School Instructors may want to keep dual grade books, allowing for a separate grades/grading scale at the high school and BTC.

Transcripted Credit Program Policies

BTC Grading Scale

The College-Credentialed High School Instructor shall enter grades for each student that they teach no later than 3 days following the end of the term for the course. These deadlines are in effect for all courses irrespective of the length of the term that the course is taught in. All grades must be entered in Blackboard, with the exception of Withdrawals and grades of F, which should be emailed directly to the Early College Specialist for processing.

Grades earned through dual enrollment will become part of students' permanent college transcripts. Grading should follow the scaleadopted by BTC. Moreover, standard rounding should be applied to grades, except in specific courses intended to mirror nationally approved standardized exams.

A_AB	B	BC	C	D	F	
93-100%	88-92%	80-87%	75-79%	70-74%	60-69%	=<59

BTC recommends frequent assessment. College-Credentialed High School Instructors have the ability to withdraw students from the course by emailing the Early College Specialist. In consultation with their

College-Credentialed High School Instructor, students can withdraw from the transcripted course for BTC credit but still earn high school credit. Students complete this process by filling out a withdrawal form (provided by Early College Specialist) and obtain College-Credentialed High School Instructor and parent/guardian signature. Deadlines associated with withdrawals can be found in the Application and Registration Guide.

Long-Term Substitute Teachers of Transcripted Credit Courses

A substitute teacher assigned to a Transcripted Credit course for more than 15 hours of instructional time must meet the same credential and experience requirements as a College-Credentialed High School Instructors. The application and approval process for substitute teachers follows the same process outlined above.

Accommodations for Students with Disabilities in Transcripted Credit

College-ready high school students who receive high school accommodations can also receive college accommodations for BTC Transcripted Credit enrollment courses. For the student to receive college credit for the Transcripted Credit course, the school district is required to provide the accommodations outlined in the student's IEP, while BTC Disability Services staff determines the type, level, and duration of the accommodation.

As soon as a high school student with a disability decides to take a Transcripted Credit course to receive college credit, students with the assistance of the Special Education Teacher, should request college accommodations by completing an "Accommodation Applications Form" Documentation supporting the student's disability also must be submitted to Disability Services. Once notified of a need for accommodations, Disability Services will work directly with the identified Special Education teacher and student to ensure that the student's accommodations are being met.

For questions, please contact BTC Disability Services at: 608-757-7796.

Possible college accommodations that may be approved, depending upon the student's disability limitations include:
- Extended test time (1.5X or 2.0X), taking tests in a reduced distraction area, utilizing speech software, or the use of a calculator (math disability).
- High School Instructors are not allowed to eliminate answers on a test or provide a word bank as these are not approved post-secondary accommodations.
- Test questions can be read, but NOT explained.
- Students are not allowed to use notes on tests unless this is something that is being provided to the entire class.
- Copies of High School Instructor's notes if available.

Recommended Text for High School Course Description Guides

High schools are asked to advertise Transcripted Credit courses in their course description guides or handbooks. **Agreements do not automatically roll over from year to year. Please keep this in mind when putting together course description guides**.

BTC recommends the following information be included in course description guides for courses that are eligible for dual credit:

- BTC Course Title
- BTC Course Number
- Number of BTC credits students are eligible to earn
- A statement resembling the following:

  "BTC transcripted credit may be awarded for this course pending BTC's annual transcripted credit approval/re-approval process. College-ready high school students who complete all BTC course requirements and earn a grade of "C" or better on BTC's grading scale can be awarded high school credit, as well as credit on a BTC transcript. BTC course requirements and grading scale may be different from the high school course requirements and scale. Students should consult with their high school instructor on their eligibility to earn BTC college credit for the course at the end of the semester or school year."

How Students Claim and Use Transcripted Credit Earned

Transcripted Credit courses are designed to prepare students for entry into programs at BTC, and most apply directly to programs offered at BTC. BTC has many transfer agreements with four-year college partners. Information on these opportunities can be found on BTC's website.

Once students successfully complete their Transcripted Credit course and grades have been posted to their student MyBTC account, students may request an official BTC transcript by following the instructions on the BTC website here:

- https://www.blackhawk.edu/Request-Transcripts

Students can take a technical college transcript to another college and request, at minimum, elective credit for college credit earned through BTC when they are seeking admission.

Division and Department Transcripted Credit Options

Manufacturing, Apprenticeship, Transportation, and Technology (MATT) Division		
Course	**BTC Credits**	**BTC Course Number**
Automotive		
Service Fundamentals 1*	1 Credit	10-404-100
Service Fundamentals 2 *	1 Credit	10-404-101
Steering and Suspension 1 *	1 Credit	10-404-656
Steering and Suspension 2 *	1 Credit	10-404-106
Brake Service 1 *	1 Credit	10-404-102
Brake Service 2 *	1 Credit	10-404-103
Automotive Machine Shop *	1 Credit	10-404-139
Electro-Mechanical Technology		
Robotics 1	1 Credit	10-620-126

Welding		
Welding Shop Safety	1 Credit	10-442-141
Intro to Welding	1 Credit	10-442-142
Welding Blueprint Reading 1	1 Credit	10-442-153
Welding Blueprint Reading 2	1 Credit	10-442-168
Flux Cored Arc Welding 1	1 Credit	10-442-148
Flux Cored Arc Welding 2	1 Credit	10-442-149
Gas Metal Arc Welding 1	1 Credit	10-442-155
Gas Metal Arc Welding 2	1 Credit	10-442-156
Gas Metal Arc Welding 3	1 Credit	10-442-157
Gas Metal Arc Welding 4	1 Credit	10-442-158
Gas Tungsten Arc Welding 1	1 Credit	10-442-161
Shielded Metal Arc Welding 1	1 Credit	10-442-143
Shielded Metal Arc Welding 2	1 Credit	10-442-144

Business Department		
Business Courses		
Course	**BTC Credits**	**BTC Course Number**
Office Technology		
Administrative Office Communications	3 Credits	10-106-127
Computer Software		
Introduction to MS Office Suites	2 Credits	10-103-106
Intro to Digital Photography & Color	1 Credit	10-203-131
Word Documents	2 Credits	10-103-138
Intro to Photoshop - Designing and Editing	1 Credit	10-103-133
Business Management		
Introduction to Business and Management	3 Credits	10-102-148
Business Career Planning & Communication	3 Credits	10-102-109
Business Law	3 Credits	10-102-160
Human Resources		
Human Resource Management	3 Credits	10-116-193
Marketing		
Marketing Principles	3 Credits	10-104-102
Education Courses		
Early Childhood Education		
ECE: Foundations of Early Childhood	3 Credits	10-307-148
ECE: Infant & Toddler Development	3 Credits	10-307-151
ECE: Health, Safety, and Nutrition	3 Credits	10-307-167
ECE: Child Development	3 Credits	10-307-179
Foundations of Teacher Education		
EDU: Introduction to Educational Practices	3 Credits	10-522-103
EDU: Guiding and Managing Behavior	3 Credits	10-522-111

Agriculture Courses		
Introduction to Animal Science	3 Credits	10-006-180
Introduction to Plant Science	3 Credits	10-006-160
Culinary Arts		
Food Quantities and Measures	1 Credit	10- 316-104
Food Service and Sanitation	2 Credits	10- 316-147

General Education Department		
Course	**BTC Credits**	**BTC Course Number**
Communication Skills		
Communications	2 Credits	31-801-311
English Composition 1	3 Credits	10-801-136
Speech	3 Credits	10-801-198
Mathematics		
College Algebra W/Trig Apps	5 Credits	10-804-195
Intermediate Algebra W/Apps	4 Credits	10-804-118
Introductory Statistics	3 Credits	10-804-189
Shop Math 1	2 Credits	31-804-306
Shop Math 2	2 Credits	31-804-308
Natural Sciences		
General Anatomy and Physiology	4 Credits	10-806-177
General Chemistry	4 Credits	10-806-134
General Physics 1	4 Credits	10-806-154
Microbiology	4 Credits	10-806-197
Survey of Physics	3 Credits	10-806-139
Social Sciences		
Introduction to Psychology	3 Credits	10-809-198
Introduction to Diversity Studies	3 Credits	10-809-172
Introduction to Sociology	3 Credits	10-809-196
Microeconomics	3 Credits	10-809-143

Health Sciences and Public Safety Division		
Course	**BTC Credits**	**BTC Course Number**
Medical Terminology	3 Credits	10-501-101

Information for Students and Families

Students who choose a Transcripted Credit course are choosing to become a college student at BTC. This choice gives them a variety of options and services, and also allows them to gain an understanding of the expectations and rigor associated with college level academic work.

BTC Supportive Environment

As a BTC Student you have access to all student support resources including:

- Student Success Center Services
- Tutoring
- Writing Center
- Library
- Academic Advising
- Accommodations and Access Services
- Counseling Services
- Early College Specialist at Blackhawk Technical College:

    o Alissa Grenawalt
      Email: agrenawalt4@blackhawk.edu
      Phone: 608-757-6983

Student Responsibilities:

- Complete the BTC application as a Transcripted Credit student and work with their Transcripted Credit Instructor to register for the appropriate course.

- Work with their high school counselor to ensure they meet all prerequisite expectations for the course including placement scores and academic preparation.

- Commit a college approach to your course including hard work and discipline.

- College level courses will have the expectation of an advanced level of academic expectations and a student's approach to the course should include extra time and effort.

- Attend class and participate in all aspects of the learning environment.

- Attendance and participation are two essential elements of college level academics. Those who are engaged and disciplined in their efforts greatly increase their chances of success.

- Communicate and self-advocate when you face challenges.

    o College level concepts and coursework will likely be challenging for many students. It is a student's responsibility to reach out for assistance when needed. Advocating for your needs is a skill that will benefit a student throughout their academic career.

Family Support:

Student support systems play an integral role in student success and engagement and can be encouraged by:

- Asking specific questions about their Transcripted Credit course including what they are learning, what they enjoy, and what is challenging.

- Asking this type of question allows students to share their experience and reach out for help if needed.

- Rewarding their commitment and encouraging hard work.
- Taking on a college level course in high school is a large commitment and students should be congratulated for their efforts. Any kind of recognition will likely be welcomed and encourage successful completion.
- Who do I contact if I have any other questions or concerns?
- Your High School Counselor or your District point of contact for Dual Credit Programs

Frequently Asked Questions about Transcripted Credit for Students and Families

How do I know what Transcripted Credit courses are offered at my school?

- Participating high schools will publicize their offerings through a variety of means. Students interested in Transcripted Credit should contact their high school counselor directly.

How do I enroll in a Transcripted Credit course?

- You will initially work with your high school counselor to select an appropriate Transcripted Credit course.
- Once you begin attending that course, your College-Credentialed High School Instructor will help to coordinate the BTC application and registration processes during the first few weeks of class.
- First, complete the Transcripted Credit application for Blackhawk to officially become a Blackhawk student.
- Then, complete the registration process by following directions provided in an acceptance email you will receive after you complete the TC application.

How Does Transcripted Credit for College Credit work?

- A Transcripted Credit course **IS** a BTC course, and therefore, if you take a Transcripted Credit course (and you receive a grade of C or better) you achieve college credit.
- As a college student you have access to your college transcript which reports your courses, grades, and credits.
- In some cases, a student can gain enough credits in high school to achieve a certificate, technical diploma, and/or an associate's degree.

What is the difference between Transcripted Credit course, a Start College Now course, and an Advanced Standing course?

Dual Credit Option	Definition
What is a Transcripted Credit Course?	- Transcripted Credit courses provide college ready high school students the opportunity to earn **both** high school and BTC college credit by taking an approved college-level course at the high school during the traditional school day. - Transcripted credit courses are taught by College-Credentialed High School Instructors. - Transcripted Credit is provided to students at no cost and is administered through annual agreements between BTC and school districts.

Dual Credit Option	Definition
What is the Start College Now program?	- The Start College Now program is an opportunity for college ready high school students to earn college and high school credits simultaneously. - Start College Now classes are delivered by BTC faculty and are offered, most often, at one of the BTC campuses. - Start College Now classes are approved by the high school's district administration and board. - The school district pays for the cost of the BTC course. - The Start College Now program and the BTC Transcripted Credit program are separate financing and instructional delivery systems; they operate with separate policies and procedures.
What is an Advanced Standing Course?	- Advanced Standing agreements are developed annually between BTC and high schools. - Advanced Standing courses are taught by high school instructors. The course content must demonstrate that students meet the same learning outcomes as the credit-bearing course at BTC. - Students who successfully complete an Advanced Standing course in high school with a grade of "B" or better will receive Blackhawk credit for prior learning for the equivalent course if they enroll at BTC within 5 years of high school graduation. - An Advanced Standing course meets all BTC program requirements associated with that course. The BTC credit is not guaranteed to transfer to other institutions. - Students are required to achieve a grade of "B" or better in the course to earn Advanced Standing credit, which is noted on the high school transcript.

Appendix A. BTC Faculty Mentor Outreach Guide

Date	BTC Faculty Mentor Outreach Guide
August	• Early College Specialist provides list of College-Credentialed High School Instructors and courses. • Faculty Mentor sends welcome e-mail to College-Credentialed High School Instructor to make sure they have curriculum they need and can get into Blackboard. • Ensure the Blackboard Shell is updated so that High School Instructors can copy it.
September	• Check in with Fall College-Credentialed High School Instructors, possibly visit their classroom, talk with the HS students about the class, what type of careers are available, how does it relate to programs at BTC? (If you would like the Early College Specialist to attend with you, please let them know.)
	• Is there something that you are doing on campus over the fall term that the high school students could participate in? The Early College Specialist can help with the coordination of this. • Invite the high school students to BTC events. • Please communicate with Early College Specialist as to what you are doing.
October	• Continue to visit schools. • Are there any new Transcripted Credit courses that your teachers could be teaching? This is the time that schools are working on course description books, so if they want to add something this is when they do it. • Communicate with the College-Credentialed High School Instructors to see if they are having any issues now that school has started.
November	• Ensure your Blackboard Shell is updated so that new spring College-Credentialed High School Instructors can copy it. • Be sure the College-Credentialed High School Instructors have the curriculum they need to be teaching their spring class. • Remind the College-Credentialed High School Instructors that grades are due within three business days of the transcripted credit class ending; be sure they are using the BTC grading scale and any final assessments.
December	• For any fall classes, be sure they have any final assessments they may need. • This is a great time to go visit the classes, talk about how the classes relate to our BTC programs, etc. Again, if you would like the Early College Specialist to go along, please let them know. • Remind College-Credentialed High School Instructors that grades are due within three business days of the transcripted credit class ending; be sure they are using the BTC grading scale and any final assessments.
January	• Remind College-Credentialed High School Instructors that grades are due within three business days of the transcripted credit class ending; be sure they are using the BTC grading scale and any final assessments. Welcome e-mail to spring College-Credentialed High School Instructors, make sure they have Curriculum they need and can get into Blackboard.

Date	BTC Faculty Mentor Outreach Guide
February	- Connect with your College-Credentialed High School Instructors; if you have not been into their class, see if you can visit the high school. If you would like Early College Specialist to be part of this, let them know. - Plan a date to do a site visit to the class. - If there is something unique that you are doing with your students here or can do something with a group of high school students to get them on campus, see if they would like to come to BTC. - Invite the high school students to BTC events.
March	- Continue to go out and visit schools or invite them to come to BTC. - Communicate with your College-Credentialed High School Instructors via e-mail or phone to be sure they don't need anything. - Remind College-Credentialed High School Instructors that grades are due within three business days of the transcripted credit class ending; be sure they are using the BTC grading scale and any final assessments.
April	- Make sure your classes have their final assessments for the College-Credentialed High School Instructors. - Remind College-Credentialed High School Instructors that grades are due within three business days of the transcripted credit class ending; be sure they are using the BTC grading scale and any final assessments.
May	- Final check in with the College-Credentialed High School Instructors; how did their year go? - Remind College-Credentialed High School Instructors that grades are due within three business days of the transcripted class ending; be sure they are using the BTC grading scale and any final assessments.
June	Training for Fall, if appropriate.
July	Summer trainings, if applicable to the course.