Advanced Standing
HANDBOOK

2025-2026 Academic Year

blackhawk.edu

Table of Contents

Chapter 1. Introduction to Dual 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 (TC), Advanced Standing (AS), *Start College Now (SCN)*, and Other High School Programs (OHSP).

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.

- **Advanced Standing** – A method of earning dual credit which involves a college-ready high school student taking a high school course taught in a high school classroom by a high school teacher. Advanced Standing courses have learning outcomes that align to a BTC course(s) and documented in an articulation agreement between the high school teacher and BTC. The high school student is awarded college credits for BTC courses when the student enrolls at BTC after graduation based on an outcomes-based articulation agreement.

- **Transcripted Credit** – A method of earning dual credit which involves a college-ready high school student taking a BTC course taught in a high school classroom by a College Credentialed High School Instructor.

- **Start College Now** – A method of earning dual credit which involves a college-ready high school student enrolling in a college course offered at BTC taught by a BTC Instructor.

- **BTC Faculty Mentor** – A BTC instructor that is responsible for supporting Dual Credit high school teachers within a specific academic discipline area or program.

- **Early College Specialist** – A BTC administrator responsible for the overall communication, administration, and operations of the BTC Dual Credit partnerships.

Chapter 2. Advanced Standing Program Guidelines

School District & Advanced Standing High School Teacher Responsibilities

- School districts meet with the Early College Specialist to review high school Career Pathways for alignment with BTC credit courses and determine what Advanced Standing credit course options they can offer.

- School districts collaborate with the Early College Specialist to review the WIDS Course Competencies for the BTC credit courses they plan to offer.

- High school teachers document using high school course materials how their Advanced Standing high school course learning outcomes align with the BTC course competencies.

- High school teachers submit Advanced Standing course materials annually to Early College Specialist by March 1 for BTC to review. The following materials must be included:
  - **Advanced Standing Application form** (see Appendix B)
  - **Course Syllabus**
  - **Course Outcomes Summary** (Please include course catalog description)
  - **Assessment Plan:** Can include, final exam, quizzes, summative assessment

- o **Copy of the Advanced Standing high school teacher's DPI license**; the High School teacher must hold a current DPI license in the discipline in which he/she teaches
  - o **Textbook** (or relevant curriculum)
- An exception to the March 1 deadline for an application to teach an Advanced Standing Course occupational course (CTE) will be made in the event that a teacher is declined for approval to teach a Transcripted Credit based on BTC review. In this situation the district may submit an application for the teacher to teach the course for Advanced Standing dual credit up until June 15 for the Fall semester. This exception does not apply to transferable general education courses.
- Offer the approved courses for Advanced Standing dual credit.
- The school district indicates Advanced Standing on the students' high school transcript with "AS" or "Advanced Standing."
- School districts are responsible for all expenses related to the High School Teacher's time and labor required to establish and maintain the course articulation agreement, develop the curriculum and syllabus, instruct the course, and for the district's purchase of required textbooks.

BTC Advanced Standing Responsibilities and Expectations

- Early College Specialist will annually review career pathways with the School District for Advanced Standing dual credit course opportunities to aligned with BTC programs of study.
- Early College Specialist will provide high school teachers with a WIDS curriculum file with BTC course competencies for school districts upon request.
- Early College Specialist will coordinate a BTC academic review of Advanced Standing course materials after school district submission. After review, the Early College Specialist will notify the school district that the course is within one of the following categories:
  - o *Approved for Advanced Standing, no changes required*
  - o *Denied for Advanced Standing*
  - o *Pending Approval for Advanced Standing under conditions*
- Early College Specialist and BTC Faculty Mentors will support Advanced Standing high school teachers throughout the year by staying in touch, answering questions, etc.
- Early College Specialist will support development of CTE courses for Advanced Standing using BTC programs of study

Advanced Standing Program Policies

- "AS" or "Advanced Standing" is designated next to the eligible high school course on the official high school transcript.
- Students that receive a B or higher in all terms of an Advanced Standing course will receive transfer credit when the student enrolls at BTC after high school graduation.
- An Advanced Standing course may have a change of teachers if the new teacher is DPI certified and continues to teach the approved curriculum. To maintain Advanced Standing approval the district must notify the Early College Specialist of the teacher change.
- Transferable General Education courses are not eligible to be offered as Advanced Standing courses (effective academic year 2023-2024). Students who transfer in Advanced Standing credit for transferable general education courses completed prior to 2023-2024 will not be able to apply the credit to BTC's Associate of Arts or Associate of Science University Transfer Degrees (BTC Policy I-175).
- MOU must be signed by June 1 for the upcoming academic year. Failure to submit a signed MOU by June 1 will result in the dissolution of the MOU.

- BTC is responsible for supporting school districts in Rock and Green counties. Requests for dual credit agreements with school districts outside of Rock and Green counties will be reviewed on a case-by-case basis.

Chapter 3. 2025-2026 Advanced Standing Course Options

Academic programs of study at BTC that Advanced Standing courses are applicable to are indicated by the numbers and letters in parentheses after the course title.

Manufacturing, Apprenticeship, Technology & Transportation Division Courses

BTC Career Cluster Area	BTC Program(s) of Study	BTC Course Title for Advanced Standing Credit (Programs of Study are Indicated)	BTC Credits Earned	BTC Course Number
Transportation, Distribution & Logistics	**Technical Diplomas:** **A.** Automotive Technician	Service Fundamentals 1 (A)	1 Credit	32-404-650
		Service Fundamentals 2 (A)	1 Credit	32-404-651
		Automotive Machine Shop (A)	1 Credit	32-404-660
Manufacturing	**Associate of Applied Science Degrees:** **1.** Automation Systems Technology **2.** Electro-Mechanical Technology **3.** Manufacturing Engineering Technology **4.** Welding Fabrication & Robotics (new Fall 2024) **Technical Diplomas:** **B.** Industrial Maintenance Mechanic **C.** Welding	Safety (1, 2, 3, B, C)	1 Credit	10-449-425
		Print Reading for Manufacturing (1, 2, 3, B, C)	1 Credit	31-421-310
		Basic Mechanics (1, 2, 3)	1 Credit	10-620-146
		Fundamentals of DC Circuits 1 (1, 2, 3)	1 Credit	10-620-101
		Programming Fundamentals 1 (1, 2, 3)	1 Credit	10-620-111
		Robotics 1* (1, 2, 3) *High school is required to be equipped with a FANUC robot	1 Credit	10-620-126
		CAD Fundamentals - 2D Drawing (1, 3)	1 Credit	10-606-480
		CAD Fund-Solid Modeling (1, 3)	1 Credit	10-606-176
		Intro to Welding (4, C)	1 Credit	31-442-318
		Welding Blueprint Reading 1 (4, C)	1 Credit	31-442-343
		Flux Cored Arc Welding 1 (4, C)	1 Credit	10-442-148
		Flux Cored Arc Welding 2 (4, C)	1 Credit	10-442-149
		Gas Metal Arc Welding 1 (4, C)	1 Credit	10-442-155
		Gas Metal Arc Welding 2 (4, B)	1 Credit	10-442-156
		Gas Tungsten Arc Welding 1 (4, B)	1 Credit	10-442-161
		Shielded Metal Arc Welding 1 (4, B)	1 Credit	31-442-336
		Shielded Metal Arc Welding 2 (4, B)	1 Credit	31-442-337
		Trade Math 1 (C)	1 Credit	31-804-315
		Human Relations in an Industrial Setting (B)	2 credits	32-462-322

BTC Career Cluster Area	BTC Program(s) of Study	BTC Course Title for Advanced Standing Credit (Programs of Study are Indicated)	BTC Credits Earned	BTC Course Number
Science, Technology, Engineering & Mathematics • Engineering & Technology Pathway	**Associate of Applied Science Degrees:** 1. Automation Systems Technology 2. Electro-Mechanical Technology 3. Manufacturing Engineering Technology 4. Welding Fabrication & Robotics (new Fall 2024) **Technical Diplomas:** B. Industrial Maintenance Mechanic C. Welding D. Entry Maintenance Technician	**BTC Advanced Standing Credits Earned for PLTW Introduction to Engineering Design**		
		CAD Fundamentals – Solid Modeling (1, 2, 3)	1 Credit	10-606-176
		Print Reading for Manufacturing (1, 2, 3, B, C)	1 Credit	31-421-310
		Basic Mechanics (1, 2, 3, 4, B, D)	1 Credit	10-620-146
		BTC Advanced Standing Credits Earned for PLTW Principles of Engineering		
		Fundamentals of DC Circuits 1 (1, 2, 3, 4, B, D)	1 Credit	10-620-101
		Programming Fundamentals 1 (1, 2, 3, 4)	1 Credit	10-620-111
		Statics and Dynamics 1 (2)	1 Credit	10-606-155
		BTC Advanced Standing Credits Earned for PLTW Computer Integrated Manufacturing Course		
		CAD Fundamentals – Solid Modeling (1, 3, 4)	1 Credit	10-606-176
		CNC G-Code Programming 1	1 Credit	10-444-110
		Basic CAM – MasterCAM (1)	1 Credit	10-444-140
		BTC Advanced Standing Credits Earned for PLTW Computer Science Principles		
		Introduction to Programming	2 Credits	10-152-126
		Cybersecurity	1 Credit	10-152-132
Pre-College Science Pathway	**Applies to Associate of Applied Science Degrees at BTC only**	Survey of Physics	3 Credits	10-806-139

Business Department Courses

BTC Career Cluster & Pathways	BTC Program(s) of Study	BTC Course Title for Advanced Standing Credit (Programs of Study are Indicated)	BTC Credits Earned	BTC Course Number
Business Management & Administration • General Management Pathway • Human Resources Management Pathway • Operations Management Pathway • Administrative Support Pathway	**Associate of Applied Science Degrees:** 1. Business Management 2. Human Resources 3. Leadership Development 4. ~~Sales mgt - removed~~ 5. Supply Chain Management 6. Administrative Professional 7. Medical Administrative Specialist Technical Diplomas: A. Business Management Specialist	Introduction to Business and Management (1, 2, 3, ~~4~~, 5, 6, 7, 8, A)	3 Credits	10-102-148
		Business Career Planning & Communication (1, ~~4~~, 6, A)	3 Credits	10-102-109
		Business Law (1, 4, A)	3 Credits	10-102-160
		Human Resource Management (1, 2, 3, 6)	3 Credits	10-196-193
Finance • Accounting Pathway	**Associate of Applied Science Degree:** 8. Accounting **Technical Diploma** B. Accounting Assistant	Accounting 1 (8, B) College Text needed/Online options. Accounting 1 is also a course in several other programs. (1, 2, 5, 6, 9, 12)	4 Credits	10-101-111
Marketing •	**Associate of Applied Science Degrees:** 9. Digital Marketing	Marketing Principles (9, A) Other programs that include this course include: (1, 6, 9, 12, 15)	3 Credits	10-104-102

BTC Career Cluster & Pathways	BTC Program(s) of Study	BTC Course Title for Advanced Standing Credit (Programs of Study are Indicated)	BTC Credits Earned	BTC Course Number
Information Technology • Programming & Software Development Pathway	**Associate of Applied Science Degree:** **10.** Web Software Developer	Introduction to Microsoft Office Suites (10)* Other programs that use this course include: (1, 1A, 2, 5, 6, 7, 8, 8A, 9, 11, 12) ***Requires Office 365**	2 Credits	10-103-106
		Intro to Digital Photography & Color (10) Other programs that use this course include: (6, 9)	1 Credit	10-203-131
		Intro to Photoshop - Designing and Editing (10) Other programs that use this course include (6, 9)	1 Credit	10-103-133
Hospitality & Tourism • Restaurants & Food/Beverage Services Pathway • Travel & Tourism Pathway	**Associate of Applied Science Degrees:** **11.** Culinary Arts **12.** Hospitality Management Technical Diploma **C.** Culinary Production Specialist	Food Quantities and Measures (11, C)	1 Credit	10- 316-104
		Food Service and Sanitation* (11, C)	2 Credits	10- 316-147
		Serve Safe Certification required as part of course		
Education & Training • Teaching/Training Pathway	**Associate of Applied Science Degrees:** **13.** Early Childhood Education **14.** Foundations of Teacher Education	ECE: Foundations of Early Childhood (11)	3 Credits	10-307-148
		ECE: Infant & Toddler Development* (11)	3 Credits	10-307-151
		ECE: Health, Safety, and Nutrition*(11)	3 Credits	10-307-167
		ECE: Child Development (11)	3 Credits	10-307-179
		Special certifications needed to teach		
		EDU: Introduction to Educational Practices (12)	3 Credits	10-522-103
		EDU: Behavior Management (12)	3 Credits	10-522-105
		EDU: Child and Adolescent Development (12)	3 Credits	10-522-106
		EDU: Overview of Special Education (12)	3 Credits	10-522-107
		EDU: Equity in Education (12)	3 Credits	10-522-112

BTC Career Cluster & Pathways	BTC Program(s) of Study	BTC Course Title for Advanced Standing Credit (Programs of Study are Indicated)	BTC Credits Earned	BTC Course Number
Agriculture, Food & Natural Resources • Agribusiness Systems Career Pathway	**Associate of Applied Science Degrees:** **15.** Agribusiness/Science Technology Technical Diploma **D.** Agribusiness Management Technician **E.** Farm Business & Production Management	Introduction to Animal Science (15)	3 Credits	10-006-180
		Introduction to Plant Science (15)	3 Credits	10-006-160

Health Science & Public Safety Division Courses

BTC Career Cluster & Pathways	BTC Program(s) of Study	BTC Course Title for Advanced Standing Credit (Programs of Study are Indicated)	BTC Credits Earned	BTC Course Number
Health Sciences • Therapeutic Services Pathway • Diagnostic Services Pathway • Support Services Pathway	**Associate of Applied Science Degrees:** **1.** Nursing **2.** Diagnostic Medical Sonography & Vascular Technology **3.** Surgical Technology **4.** Medical Administrative Coder Technical Diplomas: **A.** Medical Assistant **B.** Phlebotomy Technician **C.** Sterile Processing Technician **D.** Patient Service Specialist	Medical Terminology (1, 2, 3, 4, A, B, C, D)	3 Credits	10-501-101

Chapter 4. Advanced Standing Information for Students and Families

Students who choose an Advanced Standing course are choosing to engage in advanced, rigorous college-level coursework. Advanced Standing allows students to gain an understanding of the expectations and rigor associated with college level academic work while still in high school.

Student Responsibilities:
- 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.
  - 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 Advanced Standing 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 Advanced Standing for Students and Families

What are Advanced Standing dual credit courses?
- Advanced Standing courses earn college credit at Blackhawk Technical College (BTC)
- Advanced Standing courses are offered by participating high schools and are taught by high school teachers.
- Advanced Standing courses have learning outcomes that align to a BTC course (or courses) that are documented in an articulation agreement between the high school teacher and BTC.

Why should a student choose an Advanced Standing course?
- Students who earn a B or better in an Advanced Standing course can earn transfer credits at BTC for the Advanced Standing courses when they enroll at BTC after high school graduation.
- Advanced Standing credits apply directly to the student's program of study at BTC, saving them time and money in completing an associate degree, technical diploma, or industry-recognized credential.

How do I know what Advanced Standing courses are offered at my school?

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

How do I enroll in an Advanced Standing course?

- You will initially work with your high school counselor to select an appropriate Advanced Standing course.
- You will not apply to Blackhawk. You will earn transfer credit if you earn a B or better in the course and enroll at Blackhawk after you graduate from high school.

How Does Advanced Standing Credit work?

- Advanced Standing courses are designated on the high school transcript with an "AS".
- Students who enroll at BTC after high school graduation and earned a B or better in the course earn transfer credit at BTC.
- Transfer credit is noted on the BTC transcript with a TR for a grade (transfer) instead of a letter grade.

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

Dual Credit Option	Definition
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 teachers. 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.
What is a Transcripted Credit Course?	• 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 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. • Students must be in 11 or 12 grade to enroll in the program. • There are special application deadlines for students to comply. March 1, is the deadline for Fall Term courses and October 1 is the deadline to take spring term courses. • 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. • For more information on Start College Now check out: BTC Start College Now Information
What if my BTC Course is part of a Contract or through Collegiate Academy? How does that work for Dual Credit?	• Students enrolled in a class at their high school that is taught through a BTC contract or through Collegiate Academy will receive a grade on a BTC Transcript as well as a HS Transcript. Students apply as Other High School Program students.

Appendix A: Advanced Standing Application Forms:

BLACKHAWK Technical College

ADVANCED STANDING REQUEST
INSTRUCTIONS

Use this form as a request:

- ☐ For a new agreement
- ☐ To renew an existing agreement

TYPE OF REQUEST EXPLAINED

- Put a check by *New Agreement* if this is the first time that the high school course has been evaluated for an Advanced Standing agreement. All required materials need to be provided by the high school with the request upon submission

- Put a check by *Renew* if this is an existing agreement which has expired, but there has been no change in the Blackhawk or the high school course since the initial agreement. All required materials need to be provided by the high school with the request upon submission as we are auditing our previous AS agreements.

APPLICATION INSTRUCTIONS:

Follow the steps below in order to successfully complete items needed on page 2.

HIGH SCHOOL / DISTRICT INFORMATION

- Identify the high school and district making the request.
- List the name of the high school instructor submitting the request as the request initiator, including their email and phone number.
- Also include the high school point of contact from the district. This will allow BTC staff and Faculty Mentors to connect with the HS Instructor and staff as needed for the review.
- List any additional instructors who will be teaching the high school course as part of this request.

HIGH SCHOOL COURSE

- List only one course on each form unless two courses are needed to match the desired outcomes. Include the course title, course number, and high school credits.

BLACKHAWK COURSE

- A minimum of eighty percent commonality in course competencies i.e. course learning outcomes is required for a course to be considered for advanced standing. List the Blackhawk course that shares common outcomes with the high school course. Include the course title, course number, and college credits.

Submit the completed form with required materials with each course to the Blackhawk Technical College Early College Specialist. The form and materials will be forwarded to the appropriate Blackhawk faculty member, who will review and complete the bottom section of the form.

Please only submit pages 1 & 2 from this form when attaching the to an email.

AS Applications are due to Alissa Grenawalt, Early College Specialist at agrenawalt4@blackhawk.edu by March 1, 2024.

ADVANCED STANDING REQUEST

Due March 1, 2024

PRINT

BLACKHAWK Technical College

Email all completed materials for each AS course being requested to agrenowalt4@blackhawk.edu by March 1, 2024.
Incomplete information will be returned and not eligible for review.

HIGH SCHOOL / DISTRICT INFORMATION

High School / District: _____ **Date:** _____

HS Instructor: _____ **District Point of Contact:** _____

Email: _____ **Email:** _____

Phone: _____ **Phone:** _____

Additional Instructor(s): _____

HIGH SCHOOL COURSE	BLACKHAWK COURSE
Course Title: _____	**Course Title:** _____
Course #: _____ **Credit:** _____ (1 course per form unless combining courses to equal a Blackhawk course)	**Course #:** _____ **Credit:** _____
Course Title: _____	
Course #: _____ **Credit:** _____	*Please see the BTC Course listing for AS options on page 3*

TYPE OF REQUEST

☐ **NEW AGREEMENT** or ☐ **ANNUAL RENEWAL**

The following materials are required with the application or it will not be reviewed:

☐ HS Course Description ☐ Course Syllabus ☐ Course Learning Outcomes ☐ DPI License - copy

☐ Assessment Plan* i.e. Final Exam, Sample Tests, Quizzes and/or Summative Assessments *Please include samples of these items with application*

☐ Textbook (title/publisher): _____

(left margin, vertical text: High School Completes)

REQUEST EVALUATION *To be completed by BTC*

Request Evaluator: _____

Email: _____ **Phone:** _____

Decision

☐ Approved

  ☐ Standard Conditions – *Students must earn a grade of "B" (3.0) or better*
  ☐ Other Conditions: _____

☐ Denied (list reasons i.e. unmet competencies, recommendations or other rationale)

_____
_____
_____
_____

Evaluator's Signature: _____ **Date:** _____

Administrative Chair/ Dean Signature: _____ **Date:** _____

Effective Date: _____ **Expiration Date:** _____

(left margin, vertical text: BLACKHAWK Completes)

Evaluator please forward to Dean/Administrative Chair for signature. Please return to Early College Specialist after signature.

BLACKHAWK Technical College

Flexible Education. Supportive Environment.