



Dual Credit

Decision Making for Secondary Institutions

Do you plan to give a high school credit for this course?

- *No- This is not a dual credit course.*
- Yes. Proceed to next question.

Do you have a Partnering Postsecondary Institution Agreement with the college/university that offers the course?

- *No- This is not a dual credit course. You must have a partnership with a postsecondary institution to offer a dual credit course*
- Yes. Proceed to next question.

Is this course a First Year Experience (FYE) or a developmental course?

- No. Proceed to next question.
- *Yes. This course does not meet the Kentucky Academic Standards to substitute for a graduation requirement. This course is not eligible to be submitted for students to receive monies via the Dual Credit Scholarship from KHEAA. This course cannot count toward the Transition Readiness Indicator for Academic Readiness.*

Do you know which high school graduation credit this course will replace?

- *No. Obtain a copy of the course syllabus to determine which high school graduation requirement most closely matches the rigor, content, and student population of the graduation requirement.*
- Yes. Proceed to next question.

Does the course meet or exceed the standards requirements for a designated graduation requirement?

- *No. If there is not a direct match, it is likely this course would not fulfill a high school graduation requirement and should not be approved for dual credit.*
- Yes. Proceed to next question.

Is the course substituting a course that has been approved by the Kentucky Department of Education (KDE) to offer an End-of-Course (EOC) exam that is aligned to Kentucky Academic Standards (KAS)?

- No. Proceed with coursework.
- Yes. Proceed with coursework with the understanding that End-of-Course exams in Kentucky have been aligned to Kentucky Academic Standards.
 - Coursework accepted for dual credit by the secondary institution as designated on the Partnering Postsecondary Institution Agreement should not be altered. Dual credit courses must meet the same student learning outcomes as equivalent courses at the participating postsecondary institution. Therefore, it is important for the secondary institution to analyze the content of the dual credit course before agreeing to substitute a course that has been approved by the KDE to offer an EOC exam.
 - Grades awarded by the postsecondary institutions must be recorded in the Kentucky Student Information System without modifications. The postsecondary institutions' grading policy will apply to dual credit courses and be used by the secondary school awarding credit.

Recommendations:

1. College credit shall be awarded upon a student's completion of the dual credit course requirements and will become part of the student's official college transcript. Advising of students pursuing dual credit coursework is critical to the student's success and should be conducted on an individual basis to ensure the student and caregivers are making decisions that will not negatively impact the student's future endeavors. College transcripts can be used to assess Satisfactory Academic Progress (SAP). SAP status can affect financial aid awards. For more information about SAP, please contact your postsecondary institution partner.
2. Secondary institutions should refer to the guidance documents for Transition Readiness-Academic Readiness and Career Readiness for information on meeting the requirements for Transition Readiness as outlined in Kentucky's Accountability System.