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Ownership and History

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Please email **Course Codes** with questions.

Office(s)

Office of Career & Technical Education and Student Transition

Revision history

April, 11, 2019

• Added Work Ready and Dual Credit Scholarship to

February 22, 2018

- Clarified guidance under "Course Name"
- Clarified guidance under "State Code"
- Added clarification under "Difficulty Level" that 950001 Dual Credit Placeholder should not be marked as DC

September 27, 2018

Fixed broken legislative links and added Work Ready Scholarship to Dual Credit Scholarship report. Removed guidance requiring separate courses in IC for co-mingled dual credit courses.

July 11, 2018

Added 11: Spanish Immersion and 12: French Immersion to Instructional Settings

February 16, 2018

- Roster Batch Edit Tab Dual Credit Dropdown
- Separate lab course is not required for the Dual Credit Scholarship program
- Dual credit placeholder course code added for the 2018-19 school year: <u>Guiding Principles</u> for Using Course Code 950001 <u>Dual Credit Placeholder</u>
- Replaced <u>all academic dual credit course codes</u> for the 2018-19 school year
- New naming convention for dual credit

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Overview

Description

Dual credit is defined in KRS 158.007(8) as "a college—level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study."

Regulation citation(s)

- KEES 11 KAR 15:090
- KRS 164.786 Dual Credit Scholarship Statute
- 703 KAR 5:270, Kentucky's Accountability System.

Data use

- KEES bonus for dual credit courses
- Dual Credit Scholarship (DCS) Report
- Local Education Assignment Data (LEAD) Reporting
- Transition Readiness Indicator within Kentucky's Accountability System
- Opportunity and Access Indicator within Kentucky's Accountability System

Related ad-hoc filters and reports

Path: Ad Hoc Reporting / Data Export / State Published

- > curriculum Dual Credit Courses to verify dual credit course setup
- > student Dual Credit Indicator on Roster to verify dual credit indicated on roster for course with dual credit and non-dual credit students
- > student Dual Credit on Roster Missing from Transcript to verify dual credit indicated on transcript for mixed courses
- > student Transcript Entries without a State Course Code to identify transcript entries needing state codes for accountability reporting

Path: KY State Reporting / KDE Reports /

- ➤ A_Advanced Coursework To produce aggregated Opportunity and Access information for advanced coursework and the supporting student level detail (Quick Reference Card)
- ➤ Dual Credit Scholarship To verify and create Dual Credit and Work Ready Scholarship file for submission to KHEAA (Quick Reference Card)

Training

Course Data Standard
KSIS-KHEAA webpage
Dual Credit webpage

Additional Guidance

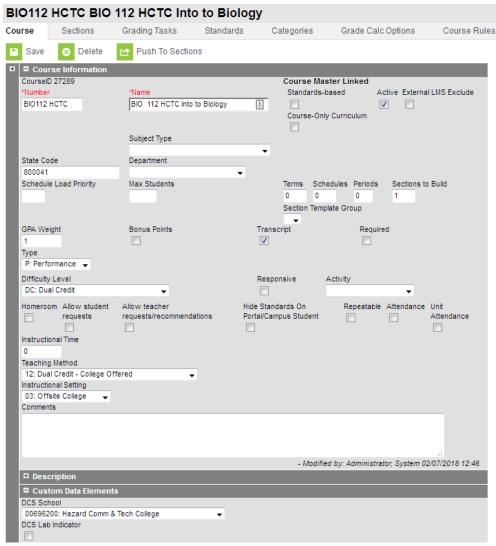
- <u>Virtual Performance-Based Course Set-Up and Attendance Verification</u>
- If you are working with a Career and Technical Center using the KTS data exchange, the courses pulled from the KTS course catalog will not include dual credit indicators. When

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- notified by the CTE Center that the course is dual credit, update course information per the dual credit data standard.
- Review Section B if you have dual credit and non-dual credit students in the same section of a course when an academic dual credit state code is not required.

Section A – Dual Credit Course

Campus Path: Scheduling / Courses



For complete details on defining a course, see the <u>Course Data Standard</u>. This document only addresses items specific to dual credit course setup.

Each dual credit course per post-secondary institution should be set up as a separate course in Infinite Campus.

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Name: The first nine characters must be the course abbreviation from the postsecondary institution. Each participating postsecondary institution defines the course short name and number. Please refer to each institution's undergraduate catalog when naming a dual credit course

- Characters 1-4 should be content area abbreviation, for example: "BIOL" for four letter course abbreviations, or "ART" for three letter course abbreviations.
- Character 5 should be a space.
- Characters 6-9 should be the course number: "110" for a three digit course number.
- Any additional text may be added to the name after the College or University's abbreviation.
- NCAA has requested that the **first 9-digits must be followed by the College or University's abbreviation**. For example: "BIOL 113 WKU". Do not include any part of the school abbreviation in the first 9-digits of the name.

State Code: Every course must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the State Academic Course Codes.

Type of DC	What Course Code to	Is the course a candidate for	Is the course a
course	Use?	Transition Readiness under	candidate for
		the Accountability System?	Scholarships?
Career	CTE Course Code in an	Yes, as long as all additional	-Dual Credit
Readiness	Approved Pathway	requirements follow the	Scholarship
Dual Credit	(including any approved	KDE-Approved CTE Dual	-Work Ready
Course	modification)	Credit Guidance Document	Scholarship
Academic	80000 Dual Credit state	Yes, as long as all additional	Dual Credit
Readiness	course code that matches	requirements follow the	Scholarship
Dual Credit	the general education	Transition Readiness-	
Course	category assigned by the	Academic Readiness	
	Postsecondary Institution	Guidance Document	
Dual Credit	The state course code	No	Dual Credit
Course not	that most closely aligns		Scholarship
qualifying for	to the content of the		
Career or	course. For example, if a		
Academic	student is taking a dual		
Readiness	credit swimming course		
	it would not count for		
	Career or Academic		
	Readiness and would use		
	340225 Aquatics.		
Dual Credit	Must follow the Guiding	No	No
Placeholder	Principles for using		

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Type of DC course	What Course Code to Use?	Is the course a candidate for Transition Readiness under the Accountability System?	Is the course a candidate for Scholarships?
	course code 950001 Dual Credit PlaceholderMust follow the Guiding Principles for using course code 950001 Dual Credit Placeholder		
Gatton/ Craft Academy	For 800500 see Guidance DocumentFor	No	No
placeholder	800500 see Guidance Document		

GPA Weight: Weight of course grade for Grade Point Average (GPA) calculation only. For KEES calculation, the GPA Weight must equal the **high school** credits attempted.

Type: Select if course is Virtual or Performance-Based. See <u>Virtual Performance-Based Course</u> <u>Set-Up and Attendance Verification</u> for additional information.

- **Virtual** select if the student is taking a virtual course with no seat time. If the student passes this course, then the school will become eligible for Average Daily Attendance (ADA) funding for that student.
- Performance select if course is a performance-based course. If the student passes this course, then the school will become eligible for Average Daily Attendance (ADA) funding for that student

<u>Performance-Based Credit</u> may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, <u>704 KAR 3:303</u>, regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.

Difficulty Level: This should be marked as DC: Dual Credit. This is required for KEES and for the Dual Credit Scholarship (DCS) Program. *The only exception to this rule is for those mixed courses where you have dual credit and non-dual credit students in the same course* (see Section B) and for the 950001 Dual Credit Placeholder.

Teaching Method: Choose from the drop down menu the appropriate method used for instruction in this course section.

- 11: Dual Credit District Offered dual credit course taught by a teacher employed by the district
- 12: Dual Credit College Offered dual credit course taught by a teacher employed by a postsecondary institution

Instructional Setting: Choose from the drop down menu the location where instruction takes place for this course section.

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- **01: Onsite Classroom** course taught primarily in the school building
- 02: Offsite CTE course taught at a vocational school away from the school building
- 03: Offsite College course taught at a postsecondary institution
- **04:** Home/Hospital –course taught in a home/hospital setting
- **05: Online** course taught online
- **06: Blended Learning** course taught in a setting consisting of both face-to-face instruction and online learning. Ideally, blended learning consists of 40-60% of the course being delivered online or digitally. There has to be that face-to-face component delivered by a highly qualified teacher. The digital/online content ideally should be created, reviewed and/or endorsed by a highly qualified teacher in that content area.
- 11: Spanish Immersion
- 12: French Immersion

Attendance: The checkbox should only be checked if a certified staff member is physically present with the students to take attendance for this course daily. The attendance checkbox should not be checked when **Type** has a value selected.

DCS School: Choose the postsecondary institution teaching the course from the drop down menu. This field is required for the students to be submitted to KHEAA for the Dual Credit Scholarship. If the course is a dual credit course with a postsecondary institution not participating in the Dual Credit Scholarship program, please choose 00000000: Non-Participating Post-Secondary School. Students will not be a part of the DCS report that is uploaded to KHEAA if the course is marked as partnering with a Non-Participating DCS School. *DCS School must be populated even if it is a mixed course of dual credit and non-dual credit students*.

Note: The DCS School drop down list of participating postsecondary institutions is updated each year; therefore, this field must be reviewed annually for adjustments.

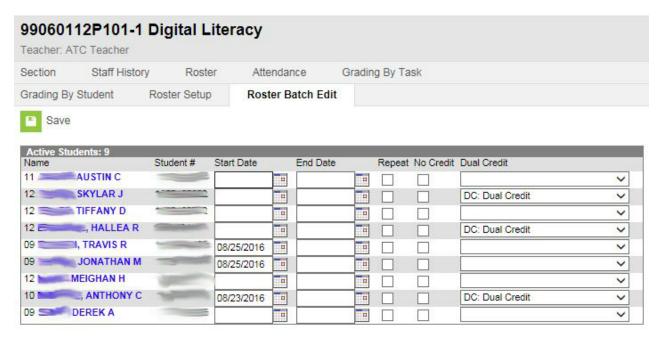
DCS Lab Indicator: Check this box if the course is a lab taken in conjunction with a dual credit course. The Dual Credit Scholarship program does not require a separate course for the lab unless the lab receives a separate grade than the actual course. Labs do not count as a separate course toward the two-course limit for the dual credit scholarship program even if graded separately.

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Section B – Dual Credit Roster Indicator

Campus Path: Scheduling / Courses / Sections / Roster Batch Edit

Only used when one IC course is used for dual credit and non-dual credit students. The DCS School is required, but the course should have none of the other dual credit indicators from Section A. The course name and settings should be for the non-dual credit option.



Dual Credit: Choose **DC: Dual Credit** for any student taking the course for dual credit to make a student in a mixed class eligible for submission to KHEAA in the DCS file.

Warning: Post to Transcript does **NOT** include any dual credit indicators if this option is used. After posting to transcript, edit the dual credit students' entries to show Difficulty Level of DC: Dual Credit for mixed courses and use the dual credit naming convention in Section A. This allows those students to receive the KEES GPA bump. Use state published ad-hoc filter, *Dual Credit on Roster Missing from Transcript*, to identify entries needing adjustment.

Note: **DC: Dual Credit** can be selected for an individual student in a mixed class from Walk-In Scheduler.

To produce a list of students with dual credit indicated on a course roster, use *Path: Ad Hoc Reporting / Data Export / State Published / student Dual Credit Indicator on Roster*.