

# Data Standard Dual Credit Course

Rev. 7/3/2023

## Ownership and History

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Please email [Course Codes](#) with questions.

### Office(s)

Office of Career and Technical Education

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### Revision history

#### July 3, 2023

Updated Data Steward Information

Updated Data Use

Updated Related ad-hoc filters and reports

Updated state code, type, instructional setting, and attendance in Section A

#### April 24, 2023

Updated screenshots

Updated Infinite Campus classic views and search terms

Updated hyperlinks

Added Staff History screenshot

#### November 21, 2022

Added information on Dual Credit College Professor Placeholder in the Staff History section.

#### August 27, 2021

Updated hyperlinks to Postsecondary Readiness-Academic Readiness Guidance document

Updated language within the document to Postsecondary Readiness (formerly Transition Readiness)

Added information to the table on pages 5-6 for Dual Credit Course not qualifying for Career or Academic Readiness to note that course 909999 (School-Defined Course) is ineligible for the Dual Credit Scholarship program.

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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
- Postsecondary Readiness Indicator within Kentucky’s Accountability System
- School Report Card – Advanced Coursework and Exams

### 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*

- *Dual Credit Scholarship* To verify and create Dual Credit and Work Ready Scholarship file for submission to KHEAA ([Quick Reference Card](#))
- *Adv Courses and Exams* To provide aggregated and detail data for students taking advanced coursework. The data includes the number of students taking a course and completing a course. Also, for AP, IB and CAI courses includes the number of students taking the corresponding exam and receiving a qualifying score on the exam; for Dual Credit courses includes the number of students with a qualifying score (qualifying grade in the course is a C or above). ([Quick Reference Card](#))
- *QA Courses* To assist with quality assurance review of active courses with a section scheduled. ([Quick Reference Card](#))

### Training

[Course Data Standard](#)  
[KSIS-KHEAA webpage](#)  
[Dual Credit webpage](#)

### Additional Guidance

- [Virtual Performance-Based Course Set-Up and Attendance Verification](#)

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- 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 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

### Classic View: Scheduling | Courses

Search Terms: Course Information

**BIO112 HCTC BIO 112 HCTC Into to Biology**

Course Sections Grading Tasks Standards Categories Grade Calc Options Course Rules

Save Delete Push To Sections

**Course Information**

CourseID 27289

\*Number: BIO112 HCTC \*Name: BIO 112 HCTC Into to Biology

Course Master Linked: Standards-based  Active  External LMS Exclude   
Course-Only Curriculum

Subject Type: [Dropdown]

State Code: 800041 Department: [Dropdown]

Schedule Load Priority: [Input] Max Students: [Input]

Terms: 0 Schedules: 0 Periods: 0 Sections to Build: 1

GPA Weight: 1 Bonus Points:  Transcript:  Required:

Type: P: Performance [Dropdown]

Difficulty Level: DC: Dual Credit [Dropdown]

Responsive:  Activity: [Dropdown]

Homeroom:  Allow student requests:  Allow teacher requests/recommendations:   
Hide Standards On Portal/Campus Student:  Repeatable:  Attendance:  Unit Attendance:

Instructional Time: 0

Teaching Method: 12: Dual Credit - College Offered [Dropdown]

Instructional Setting: 03: Offsite College [Dropdown]

Comments: [Text Area]

- Modified by: Administrator, System 02/07/2018 12:46

**Description**

**Custom Data Elements**

DCS School: 00696200: Hazard Comm & Tech College [Dropdown]

DCS Lab Indicator:

For complete details on defining a course, see the [Course Data Standard](#). This document only addresses items specific to dual credit course setup.

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

**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 scheduled during instructional time or that delivers instruction during non-instructional time 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 Course Codes Database within KECS](#).

Type of DC course	What Course Code to Use?	Is the course a candidate for Postsecondary Readiness under the Accountability System?	Is the course a candidate for Scholarships?
<b>Career Readiness Dual Credit Course</b>	CTE course code in an approved pathway (including any approved modification)	Yes, if all additional requirements follow the <a href="#">KDE-Approved CTE Dual Credit Guidance Document</a> and the student earns a grade of “C” or above.	Dual Credit Scholarship  Work Ready Scholarship
<b>Academic Readiness Dual Credit Course</b>	Search for “dual credit” in the <a href="#">Searchable State Course Codes Database</a> and choose the course code that matches the general education category assigned by the Postsecondary Institution	Yes, if all additional requirements follow the <a href="#">Postsecondary Readiness-Academic Readiness Guidance Document</a> and the student earns a grade of “C” or above.	Dual Credit Scholarship
<b>Dual Credit Course not qualifying for Career or Academic Readiness</b>	The state course code that most closely aligns to the content of the course. For example, if a student is taking a dual credit swimming course it would not count for Career or Academic Readiness and would use 340225 (Aquatics). Note: course	No	Dual Credit Scholarship

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Type of DC course	What Course Code to Use?	Is the course a candidate for Postsecondary Readiness under the Accountability System?	Is the course a candidate for Scholarships?
	909999 (School-Defined Course) is ineligible for the Dual Credit Scholarship.		
Dual Credit Placeholder	Must follow the <a href="#">Guiding Principles for using course code 950001 Dual Credit Placeholder</a>	No	No
Gatton/ Craft Academy placeholder	For 800500 see <a href="#">Guidance Document</a>	No	No
Out-of-State	If an academic course, search for “dual credit” in the <a href="#">Searchable State Course Codes Database</a> and choose the course code that matches the general education category assigned by the Postsecondary Institution; if a CTE course, use a CTE course code in an approved pathway (including any approved modification).	Yes (If the course has a strong correlation to Kentucky's General Education student learning outcomes (SLOs) as defined and adopted through policy by Kentucky's CPE – see <a href="#">Postsecondary Readiness Academic Readiness Dual Credit Guidance Document</a> ).	No

**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 Online/Virtual, Attendance-Based Online/Virtual Performance-Based. The school will become eligible for Average Daily Attendance (ADA) funding for students if a passing grade is posted for this type of course.
- Online/Virtual - select if course is an offsite online course. Please note the attendance box cannot be checked if this Type is selected.
- Attendance-Based Online/Virtual - select if online/virtual course that uses daily attendance tracking rather than performance-based completion to determine credits and funding as described in 704 KAR 3:535. Attendance check box must be checked with this Type. See [Blended Learning Group Setup in Infinite Campus document](#) for information on setting up blended learning groups.
- Performance - select if course is a Performance-Based Course. [Performance-Based Credit](#) may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, 704 KAR 3:303, regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance

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standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills. The attendance box may or may not be checked.

**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
- **Teaching Method** (The methods used for instruction): Choose from the drop-down menu the appropriate teaching method for this course section
- **01: Direct Instruction (default setting)** – traditional course taught by a teacher employed by the district
- **02: 3<sup>rd</sup> Party Contract** – course taught by a 3<sup>rd</sup> party contractor **other than virtual, dual credit, or National Academy Foundation (NAF)** (e.g., auto mechanic, golf instructor, Head Start provider)
- **10: Digital Learning Provider** – an online/virtual course utilizing a digital content provider with a Kentucky certified teacher as the teacher of record, largely in an asynchronous format (excluding credit recovery courses).
- **11: Dual Credit – District Offered** – dual credit course taught by a teacher employed by the district, and students are not enrolled in the NAF Academy
- **12: Dual Credit – College Offered** - dual credit course taught by a teacher employed by a postsecondary institution, and students are not enrolled in the NAF Academy
- **13: Credit Recovery – Direct Instruction** – course taught by a teacher employed by the district that allows students to earn credit for a course they previously failed
- **14: Credit Recovery – Digital Learning Provider** – computer-based course that allows students to earn credit for a course they previously failed (e.g., PLATO, APEX, Odyssey, NOVEL/STARS).
- **19: District Provided Self Study** –independent self-study course
- **20: Blended Instruction** – An online/virtual course with a combination of synchronous and asynchronous learning facilitated through a digital content provider and a teacher.

**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 cannot be checked if the course uses the Type [Online/Virtual](#) and must be checked if the type is Attendance-Based Online/Virtual.*

**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-

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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.*



## Data Standard Dual Credit Course

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### Section B – Dual Credit Roster Indicator

Classic View: Scheduling | Courses | Sections | Roster Batch Edit


Search Terms: Section Roster

**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.

**99060112P101-1 Digital Literacy**  
Teacher: ATC Teacher

Section    Staff History    Roster    Attendance    Grading By Task

Grading By Student    Roster Setup    **Roster Batch Edit**

 Save

Active Students: 9						
Name	Student #	Start Date	End Date	Repeat	No Credit	Dual Credit
11 AUSTIN C				<input type="checkbox"/>	<input type="checkbox"/>	
12 SKYLAR J				<input type="checkbox"/>	<input type="checkbox"/>	DC: Dual Credit
12 TIFFANY D				<input type="checkbox"/>	<input type="checkbox"/>	
12 HALLEA R				<input type="checkbox"/>	<input type="checkbox"/>	DC: Dual Credit
09 TRAVIS R		08/25/2016		<input type="checkbox"/>	<input type="checkbox"/>	
09 JONATHAN M		08/25/2016		<input type="checkbox"/>	<input type="checkbox"/>	
12 MEIGHAN H				<input type="checkbox"/>	<input type="checkbox"/>	
10 ANTHONY C		08/23/2016		<input type="checkbox"/>	<input type="checkbox"/>	DC: Dual Credit
09 DEREK A				<input type="checkbox"/>	<input type="checkbox"/>	

**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*.

**Classic View:** Ad Hoc Reporting | Data Export | State Published | student Dual Credit Indicator on Roster.

# Data Standard Dual Credit Course

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## Section C – Staff History

Classic View: Scheduling | Course | Section | Staff History

Search Terms: Staff History

**DC-270602-KCT-1 STA 220 STATISTICS**

Teacher: [REDACTED] CHRIS D

Section | **Staff History** | Roster | Attendance | Grading By Task | Grading By Student | Roster Setup | Roster Batch Edit | Guest Grade Book

+ New Primary Teacher + New Teacher + New Section Staff

Staff History							
Name	Assignment Start	Assignment End	Access Start	Access End	Certification Level	District Assignment	Role
Primary Teacher							
[REDACTED] CHRIS D							

See [Census, Staff Information Data Standard](#) for details on assigning staff including dual credit college professor placeholder.