

Data Standard Dual Credit Course

Rev. 7/1/2025

Ownership and History

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Office(s)

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Revision history

July 1, 2025

Revised Type definitions

May 28, 2025

Removed the classic course screenshot

Added link to Campus Community article regarding new course look

Removed Section B “Add Dual Credit Course” and re-labeled succeeding sections

April 23, 2025

Updated Section D: Dual Credit Grades to refer to the Grades Data Standard.

March 5, 2025

Updated Standard prepared by to correct name.

December 10, 2024

Updated Section A to include instructional setting information.

October 14, 2024

Updated Section B to align with Infinite Campus Update.

August 8, 2024

Updated Data Steward.

July 1, 2024

Added Dual Credit setup training video.

Added Additional Guidance section to the Overview.

Cleaned up the Teaching Methods section.

Updated all screenshots and classic views to reflect the new look in Infinite Campus.

Updated Section A to Create Dual Credit Course and Section “Add Dual Credit Course.”

Added an Ad Hoc image for Student Dual Credit Indicator on Roster on Section B.

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Removed Pathways, added Tool Search terms.

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.

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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

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

Tool Search: Reporting | KDE Reports

- *Dual Credit Scholarship* To verify and create Dual Credit and Work Ready Scholarship file for submission to KHEAA ([Dual Credit Scholarship 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). ([Adv Courses and Exams Quick Reference Card](#))
- *QA Courses* To assist with quality assurance review of active courses with a section scheduled. ([QA Courses Quick Reference Card](#))

Training

[Dual Credit Setup Training Video](#)

[Course Data Standard](#)

[KSIS-KHEAA webpage](#)

[Dual Credit webpage](#)

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Additional Guidance

- [Virtual Performance-Based Course Set-Up and Attendance Verification](#)
- [Dual Credit Decision Making for Secondary Institutions](#)
- [AP, CAI, DC & IB Postsecondary Readiness \(Academic and Career\) Courses](#)
- [CTE Dual Credit Guidance Document](#)
- 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.

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Section A – Create Dual Credit Course

Tool Search: Course Information

New Course Look May 2025

As of the Campus.2515 Release Pack (May 2025), the Course Information tool has a new look and feel. The same fields you are used to still exist, but they may be in a different location. See the [Course Information article on Campus Community](#) (login required) for more information regarding the new look.

For complete details on defining a course, see the [Course Data Standard](#). 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.

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 – note extra space included as fourth character.
- 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 [Searchable State Course Codes Database within KECS](#). Please see the [Course Codes Frequently Asked Questions document](#) for more information about selecting the appropriate state course code.

Type of Dual Credit 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?
Career Readiness Dual Credit Course	CTE course code in an approved pathway (including any approved modification)	Yes, if all additional requirements follow the KDE-Approved CTE Dual Credit Guidance Document and the student earns a grade of "C" or above.	Dual Credit Scholarship Work Ready Scholarship (2024-2025 school year and prior)

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Type of Dual Credit 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?
Academic Readiness Dual Credit Course	Search for “dual credit” in the Searchable State Course Codes Database and choose the course code that matches the general education category assigned by the Postsecondary Institution	Yes, if all additional requirements follow the Postsecondary Readiness Overview Document and the student earns a grade of “C” or above.	Dual Credit Scholarship
Dual Credit Course not qualifying for Career or Academic Readiness	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 909999 (School-Defined Course) is ineligible for the Dual Credit Scholarship.	No	Dual Credit Scholarship
Dual Credit Placeholder	Must follow the Guiding Principles for using course code 950001 Dual Credit Placeholder	No	No
Gatton/ Craft Academy placeholder	For 800500 see Guidance Document	No	No
Out-of-State	If an academic course, search for “dual credit” in the Searchable State Course Codes Database 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 Postsecondary Readiness Overview Document .)	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.

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Type: Select if course is Performance, Online/Virtual, or Attendance-Based Online/Virtual.

Type: Select if course is Online/Virtual, Attendance-Based Online/Virtual or Performance-Based.

- **P: Performance** - select if performance-based credit will be awarded and course is not taken online. [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 standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.
 - The school will become eligible for Average Daily Attendance (ADA) funding for students if a passing grade is posted for this type of course.
 - The attendance box may or may not be checked.
- **V: Online/Virtual** - select if performance-based credit will be awarded and the course is taken online. [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 standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.
 - The school will become eligible for Average Daily Attendance (ADA) funding for students if a passing grade is posted for this type of course.
 - Please note the **attendance box cannot be checked** if this Type is selected.
 - Please see the [Virtual and Performance-Based Course Set-Up and Attendance Verification Guidance Document](#) for further assistance determining when each Type is appropriate.
- **ABV: Attendance-Based Online/Virtual** - select if seat time attendance will be awarded and the course is taken online as part of a full-time virtual school, program or academy following the guidelines provided in [704 KAR 3:535](#) for full-time virtual.
 - **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.

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 800500 Residential STEM Academy Placeholder and the [950001 Dual Credit Placeholder](#).*

Teaching Method: Choose from the drop-down menu the appropriate method used for instruction in this course section. There are only two teaching method options that are appropriate for dual credit courses:

- **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: (The location where instruction takes place) Choose from the drop-down menu the appropriate instructional setting for this course section.

- **01: Onsite Classroom** – course taught primarily in the school building
- **02: Offsite CTE** – course taught at a Career and Technical Education Center away from the school building
- **03: Offsite College** – course taught at a postsecondary institution

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- **05: Online** – course taught fully 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 must be that face-to-face component delivered by a certified teacher. The digital/online content ideally should be created, reviewed and/or endorsed by a certified teacher in that content area.

Attendance: Select if attendance is required to be taken in this course for ADA funding purposes by an EPSB certified teacher. *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. If students are in the building while working on Type Online/Virtual course and attendance must be taken, please use the [950001 Dual Credit Placeholder](#) course to take attendance and schedule the Online/Virtual dual credit course outside of the instructional day following the guidance in the [Virtual and Performance-Based Course Set-Up and Attendance Verification](#) document.*

NOTE: Any changes made to the Course Master need to be pushed to the courses. Use the Push to Courses option and select the calendar year to which it should apply, which will update any locked fields on connected courses in the selected calendar to have the same information - Grading Tasks, Standards, Categories, Grade Calculations, etc. See Campus Community's [Course Master Info](#) for more information.

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.*

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 not have dual credit indicators from Section A. The course name and settings should be for the non-dual credit option.

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

Tool Search: 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.

Section Student Detail ☆ Scheduling & Courses > Courses

0010-1 Testing group 10th Grade Teacher:

New Section Student Detail

Overlapping records are not allowed. Previous open records will be ended.

Student(s) *

Student is required

Start Date month/day/year

End Date month/day/year

State Reporting Fields

At least 1 State Reporting Field must be populated.

Dual Credit

No Credit

Repeat

District Fields

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.

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To produce a list of students with dual credit indicated on a course roster: Reporting | Ad Hoc reporting | Data Export | State Published | student Dual Credit Indicator on Roster.

Data Export ☆

Data Export Wizard

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

Saved Filter

student CRDC Geometry

student CRDC International Baccalaureate (IB)

student CRDC Other AP subjects

student CRDC Physics

student CRDC Students Served under Section 50

person District Employment different than Creden

person District Employment not equivalent Creden

curriculum Dual Credit Courses

student Dual Credit Indicator on Roster

student Dual Credit on Roster Missing from Trans

student Early Graduate EOC Order Report

student Early Learning Prior Settings

student EL w/o allowed home language

student EL with invalid accommodations

student ENR - First Enrollment in District Grades

student ENR - CO1 with Diploma Dates

student ENR - First Enrollment in School Grades

student ENR - G Codes

Search

Edit

Test

Copy

Delete

Create a new Folder

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

Dual Credit Indicator on Roster

This filter will list dual credit students in a course defined per the Dual Credit Course data standard for a single course that includes dual credit and non-dual credit students.

Created	Last Updated Filter Version 1,	Last Run
On Unknown	On 08/24/2017	On 09/26/2022
By Unknown	By Unknown	By Justice, Rosemary

Pick an Export Format

HTML list report

XML

Delimited values (CSV)

Fixed width

PDF report

Cube Analysis

Delimiter:

Comma

Include column display header

Double quote data

Only when it contains the delimiter

Include subtotals

Export

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Section C – Staff History

Tool Search: Staff History

Section Staff History ☆

060112-14 Digital Literacy Teacher:

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							
Shelia							

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

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Section D – Dual Credit Grades

Tool Search: Score grouping and rubric setup

Per [11 KAR regulation 15:090](#), the course grade assigned by the college shall be used by the high school. Please see Section B: Score Group and Rubric Setup of the [Grades Data Standard](#) for more information on setting up grading tasks.