

# Data Standard Dual Credit Course

Rev. 7/1/2024

## Ownership and History

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

### Office(s)

Office of Career and Technical Education

Office of Teaching and Learning

### Revision history

#### July 1, 2024

Added Dual Credit setup training video

Added Additional Guidance section to the Overview

Cleaned up 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 B to Add Dual Credit Course

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

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

#### 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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# Data Standard Dual Credit Course

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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 ([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

[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.
- 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.

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## Section A – Dual Credit Course

Tool Search: Course Information

Add Course Master ☆

Save

**Course Master Detail**

CourseMasterID

\*Course Catalog

Number \*Name

Subject Type

Standards-based  Active

External LMS Exclude  Course-Only Curriculum

State Code Department

Schedule Load Priority Max Students Terms Schedules Periods Sections to Build Preferred Room Type

GPA Weight Bonus Points Advisory Transcript Required

Type

Difficulty Level Responsive Activity

I l o m r o o m Allow student requests Allow teacher requests/recommendations I l i d e S t a n d a r d s O n P o r t a l Repeatable Attendance Unit Attendance

Instructional Time

Teaching Method

Instructional Setting

Comments

**NCES Data**

NCES Code

none

SCED Subject Area

SCED Course Level

SCED Course Identifier

SCED Sequence: (part n of m parts)

1 of 1

**Description**

**Custom Data Elements**

Look DCS School

DCS School

Look DCS Lab Indicator

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.

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.

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**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](#). Please see the [Course Codes Frequently Asked Questions document](#) for more information about selecting the appropriate state course code.

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 Overview 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 909999 (School-Defined Course) is ineligible for the Dual Credit Scholarship.	No	Dual Credit Scholarship
<b>Dual Credit Placeholder</b>	Must follow the <a href="#">Guiding Principles for using course code 950001 Dual Credit Placeholder</a>	No	No
<b>Gatton/ Craft Academy placeholder</b>	For 800500 see <a href="#">Guidance Document</a>	No	No
<b>Out-of-State</b>	If an academic course, search for “dual credit” in the <a href="#">Searchable State Course Codes Database</a> and choose	Yes (If the course has a strong correlation to Kentucky's General Education student learning outcomes (SLOs) as	No

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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?
	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).	defined and adopted through policy by Kentucky's CPE – see <a href="#">Postsecondary Readiness Overview Document</a> .	

**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 or 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. Please see the [Virtual and Performance-Based Course Set-Up and Attendance Verification Guidance Document](#) for further assistance determining when each Type is appropriate.

- **V: Online/Virtual:** select if course is an offsite online course. Please note the attendance box cannot be checked if this Type is selected.
- **ABV: 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.
- **P: 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 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. 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

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**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.*

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.*



# Data Standard Dual Credit Course

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## Section B – Add Dual Credit Course

Tool Search: Course Information

Course Information ☆

BIO112HCTC BIO 112 HCTC Intro to Biology

Save Delete Push To Sections

Course Information

CourseID 9501

Course Master Linked - BIO112HCTC BIO 112 HCTC Intro to Biology

\*Number: BIO112HCTC \*Name: BIO 112 HCTC Intro to Biology

Standards-based:  Active:  External LMS Exclude:

Course-Only Curriculum:  Ignore Master Push:

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 Preferred Room Type: [Dropdown]

Section Template Group: [Dropdown]

GPA Weight: 1 Bonus Points:  Advisory:  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:  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 EC 04/12/2024 08:15

NCES Data

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](#).

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. document only addresses items specific to dual credit course setup.

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### Section C – 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 Roster Batch Edit ☆  
060112-14 Digital Literacy Teacher:

 Save

Active Students: 3						
Name	Student #	Start Date	End Date	Repeat	No Credit	Dual Credit
10 , Tramell K		09/27/2023		<input type="checkbox"/>	<input type="checkbox"/>	DC: Dual Credit
09 , Matthew				<input type="checkbox"/>	<input type="checkbox"/>	
09 , Michael				<input type="checkbox"/>	<input type="checkbox"/>	DC: Dual Credit

Dropped Students: 1						
Name	Student #	Start Date	End Date	Repeat	No Credit	Dual Credit
09 , RaVaughn A			09/22/2023	<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.

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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 Occurrence
- 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 D – Staff History

Search Terms: 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.