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## **Credit Type Update Student Information System (PS)**

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Data Collection Team

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## Contents

Overview of Credit Types .....	3
Using and Modifying Credit Types.....	5
To Change or Modify Credit Types .....	5
Requesting Additional Credit Types .....	5
Important Notes About Credit Types.....	5
Convention for Entering Multiple Credit Type Codes.....	5
Required End-of-Course Exams (EOCEP) .....	6
Elementary and Middle School Student Reports .....	6
Graduation Requirements .....	6
Altering Graduation Requirements: SC High School Diploma.....	7
Questions? .....	8

## Overview of Credit Types

Credit Types are codes that are used to label individual courses within PowerSchool to help keep track of a student’s number of credits earned within a subject area. These codes can also help group different courses together to associate them with certain programs or categories. For example, a high school might offer multiple English courses, some of which can be coded as compulsory toward completing graduation credit requirements while others can be coded as electives.

[Table 1](#) lists the Credit Types specific to South Carolina schools, primarily for high school courses, for both subject and grade levels. Code *F* has been added to the list of Credit Type Codes in accordance with high school graduation requirements for students entering the freshman class of 2023-2024.

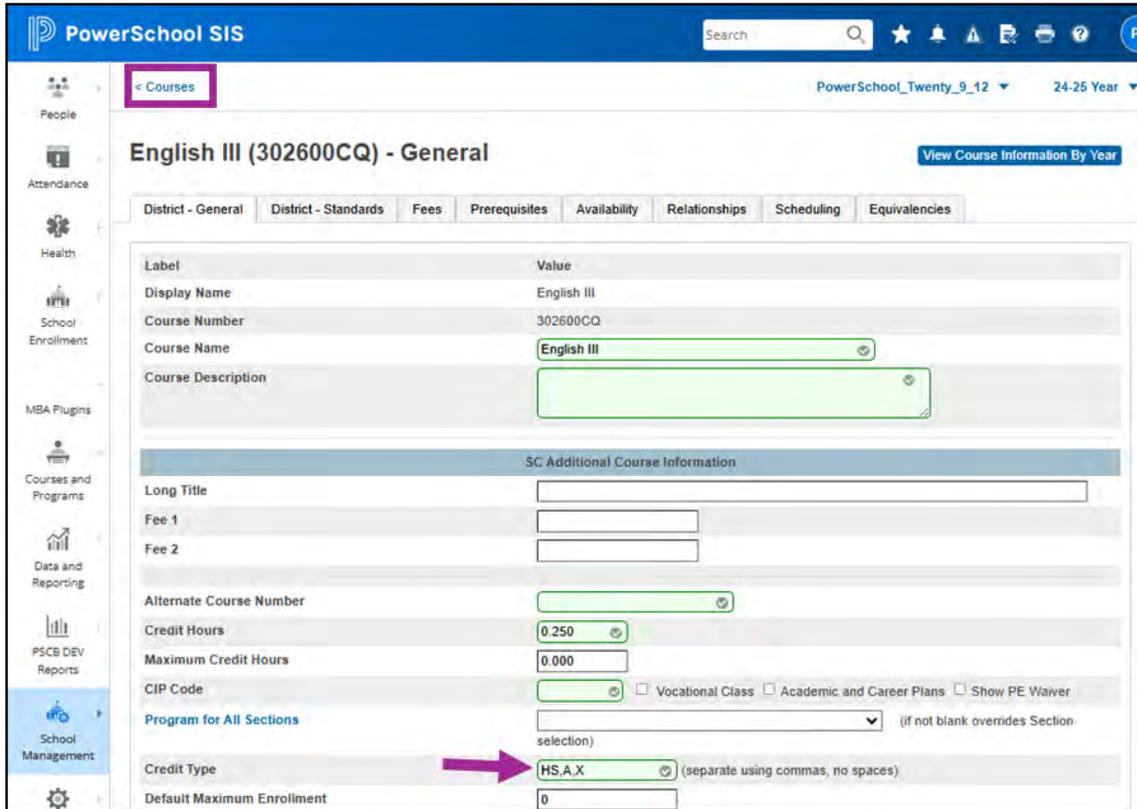
**Table 1.** *Credit Type Codes and Definitions*

Codes	Definition
A	English/Language Arts
C	Mathematics
E	Science
EE	Biology 1 (EOC)
F	Financial Literacy
H	US History and Constitution
J	Economics
K	US Government
L	Other Social Studies
P	Physical Ed or Jr ROTC
R	Computer Science/Keyboard
T	Foreign Language or CTE
X	Electives
ES	Elementary School*
MS	Middle School*
HS	High School

\* *ES* and *MS* are optional codes, not something districts are required to use

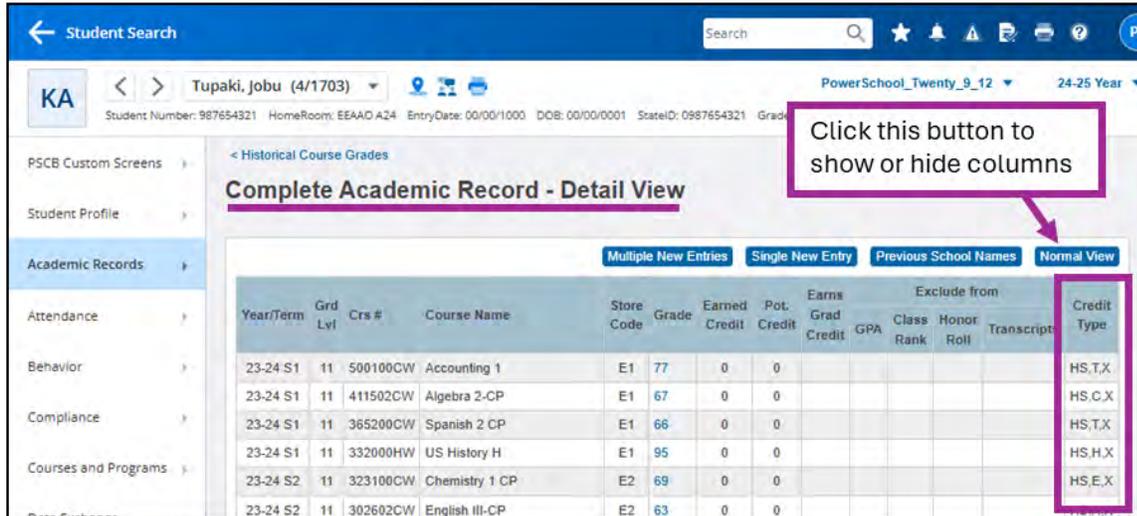
Credit Types are included in the StoredGrades (31) table with “Credit Type” as the field name. This field is displayed on the *Course* page and on an individual student’s *Historical Grades (Detail View)* page as shown in [Figure 1](#) and [Figure 2](#).

**Figure 1. Course Page Showing Location of Credit Type Field**



Location: Start Page > District/School Management > Courses and Programs > Courses

**Figure 2. Historical Grades Page Set to "Detail View"**



Location: Start Page > [Student Selection] > Academic Records > Historical Course Grades > Detail View

## Using and Modifying Credit Types

Each course can be coded with one or more Credit Types. For example, a high school might offer *English III* as a required course for students on certain academic pathways and as an elective for other students. Since the school needs to account for both of these possibilities, that one course should be coded with the Credit Types *HS* for high school, *A* for English, and *X* for elective. Being able to put multiple codes on a single course makes it simpler to maintain course records and generate reports. Credit Type codes also help administrators identify and verify course requirements when setting up graduation requirements in PowerSchool.

### To Change or Modify Credit Types

If a course has multiple credit types, be sure to follow the guidelines in Convention for Entering Multiple Credit Type Codes.

1. Navigate to *School Management > Courses and Programs > Courses*.
2. Choose a course from the list.
3. Change or modify the information in the “Credit Type” entry field.
4. Submit your changes.

### Requesting Additional Credit Types

District and school personnel are invited to request additional Credit Types considered necessary for their use.

Please send an email to [powerschool@ed.sc.gov](mailto:powerschool@ed.sc.gov) to receive the latest request form.

The District Data Governance Group (DDGG) will review the submitted requests and determine if any changes should be made.

## Important Notes About Credit Types

### Convention for Entering Multiple Credit Type Codes

When entering multiple Credit Type codes for a single course, it is important to input codes in the correct order and format. This ensures that courses are displayed correctly in any reports that are generated in PowerSchool. The convention is:

- 1) Each code is separated by a single comma.
- 2) There are no spaces inserted between any codes or commas.
- 3) The *HS* code must be the first code listed for all credit-bearing high school courses.
- 4) Where applicable, codes should be entered in the same order as the graduation requirements order.

The *HS* Credit Type is important for Individual Graduation Plan (IGP) reports and Graduation Planner/Sets.

### **Required End-of-Course Exams (EOCEP)**

Counselors must verify the required courses for students completing end-of-course tests, graduation, high school credentials, and other necessary mandates each year.

The End-of-Course-Examination-Program (EOCEP) is a statewide assessment program for select *gateway courses* in English, language arts, mathematics, science, and social studies. These gateway courses, which qualify for high school credits, are defined by the State Board of Education. EOCEP test scores count as 20 percent of students' final grades in these gateway courses.

Currently, this set of courses includes *Algebra 1*, *Intermediate Algebra*, *Biology 1*, *English 2*, and *United States History and the Constitution*. Note that some of these courses' names may differ across schools and districts. However, regardless of course name or number, all public-school students who are enrolled in courses that teach to the academic standards covered by EOCEP tests are required to take those corresponding tests.

### **Elementary and Middle School Student Reports**

If a middle school administrator wishes to create a report that will list all courses completed by students currently enrolled in the middle school, each course or activity offered at the middle school should include the code *MS* as the first entry in the "Credit Types" field. This will provide the necessary filter to include only middle school activities taken by the students. Such a Credit Type is valuable for schools that span multiple grade levels such as 6-12.

Likewise, elementary school activities can be coded with the Credit Type *ES*. These Credit Types are made available for schools with such needs; district or school use of the *MS* or *ES* Credit Types is not required.

### **Graduation Requirements**

Carefully review Credit Types for courses in the database. Remember, when setting up a graduation requirement, you can specify the requirement to be satisfied by any course in a specified Credit Type. High School Courses and Requirements can be found on the SCDE website at <https://ed.sc.gov/>.

If a science course meets several graduation requirements, indicate this by entering more than one Credit Type for that course; for example, a course unit could count for science or math or an elective or an EOC course, depending on the student's career path or course selection. For such a course, you would input *HS,C,E,X* (without spaces) in the "Credit

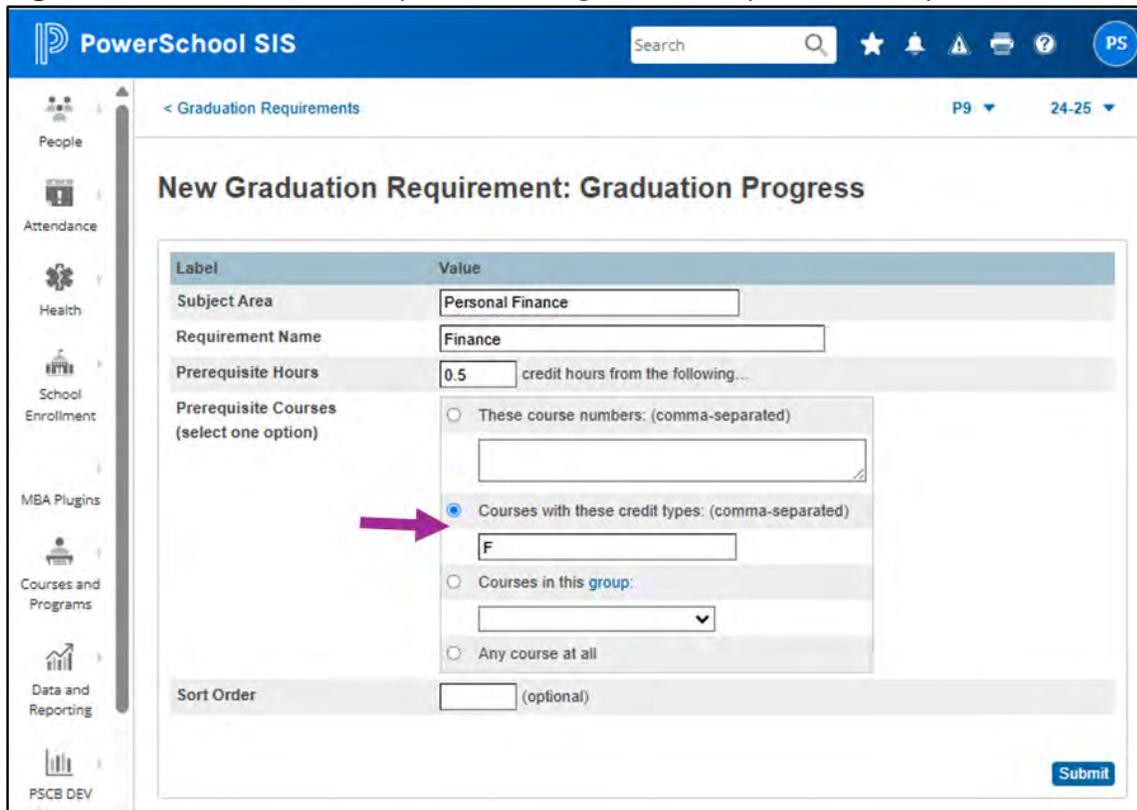
Type” field on that specific math course page. Note again that *HS* should be first; however, you would list the order of the Credit Type based on the actual graduation requirement order. The graduation requirement order can be found in PowerSchool by going to School Management > Postsecondary Plans > Graduation Sets.

Credit Types are necessary for SCDE Final and Work in Progress transcripts to display completed courses appropriately to South Carolina colleges and universities for scholarship purposes. They also provide extra flexibility in designing graduation requirements and in producing specialized transcripts that report classes by Credit Type.

### Altering Graduation Requirements: SC High School Diploma

Setting up graduation requirements and credit types properly will assist counselors with completing such tasks in a more efficient manner. The following screenshot provides an example of editing the Graduation Requirements for *Financial Literacy* courses.

**Figure 3.** Edit Graduation Requirement: High School Diploma, example Finance – F



Location: School Management > Postsecondary Plans > Graduation Sets > Edit Requirements

Note that the field for “Requirement Name” may be specific to each district or school; therefore, prior to making changes to your setup, review carefully with PowerSchool administrators, Principals, Assistant Principals, or Registrars.

**Questions?**

Send an email to [powerschool@ed.sc.gov](mailto:powerschool@ed.sc.gov) with the subject “Credit Type Update.”