

Dual Enrollment Training

Nicole Ivery, Office of Federal and State Accountability

Molly M. Spearman - State Superintendent of Education¹

Today's Topics

- ▶ Legal Authority
- ▶ Articulation Agreements
- ▶ Activity Coding Manual
- ▶ Course Equivalencies
- ▶ Requesting New Courses
- ▶ Dual Enrollment vs. Dual Credit
- ▶ Academic Weighting
- ▶ Transfers
- ▶ Certification
- ▶ Questions

Legal Authority

- ▶ Uniform Grading Policy (UGP)
- ▶ State Board of Education Regulation 43-234

Dual Credit Courses (UGP, May 2019)

Dual credit courses—whether they are taken at the school where the student is enrolled or at a postsecondary institution—are those courses for which the student has been ***granted permission by his or her home school*** to earn both high school units of credit and college credit. One quality point may be added to the CP weighting for dual credit courses that are applicable to *baccalaureate degrees, associate degrees, or certification programs that lead to an industry credential* offered by accredited institutions per established district articulation agreements (see SBE Regulation 43-234, Defined Program, Grades 9-12, and Regulation 43-259, Graduation Requirements).

Permission

Dual enrollment permission requires the school to add the course to a student's schedule using the customary enrollment method.

- ▶ IGP Meetings
- ▶ Academic counseling session
- ▶ Administrative protocol

Did the student justifiably rely on the school's communication or did outside influences motivate the choices?

- *Parent*
- *College*

Scenario #1

A parent and student come to the guidance office in August with a transcript from the local university showing a course was taken over the summer. They want the college course added to the high school transcript.

The student did not receive permission from the school before enrolling in the course. There is no evidence the family reasonably relied on the representations of the school personnel, therefore, that course is **not** to be added to the high school transcript as it is not dual enrollment. The student retains the college credit which is beneficial to her future academic career.

Scenario #2

The student is approved to take Course A from the local community college. She completes the course, receives a passing grade, and has the grade reflected on both the college and high school transcript. The college registrar encourages the student to take an additional course that will be beneficial to the student's academic interest. Since the student is already an active dual enrollment student, subsequent college courses can be added to the high school transcript.

TRUE OR FALSE
FALSE

Dual Credit Articulation Agreements (UGP, May 2019)

To award dual credit, *districts must develop detailed articulation agreements with partner IHEs*, whether two-year or four-year colleges or technical colleges, that clearly outline the specific courses that will be allowed for dual credit. Students may not take college courses on their own time at an institution of higher education with the expectations that the course would be transcribed back to the high school transcript without first consulting the district to determine if the course is a part of the articulated agreement between the high school and IHE.

Articulation Agreement/Memoranda of Agreement (MOA)/Memoranda of Understanding (MOU)

What should be included in a dual enrollment articulation agreement?

- ▶ Separate contract for each institution
- ▶ Student eligibility
- ▶ Specify course time period (2022/23 Fall and Spring Semesters)
- ▶ Length of contract (2 years)
- ▶ Course location (college or high school campus)
- ▶ Courses and program of studies
- ▶ Grading policy
- ▶ Transportation
- ▶ Costs
- ▶ Contact persons
- ▶ Discipline/Rules
- ▶ Signed and dated by both parties

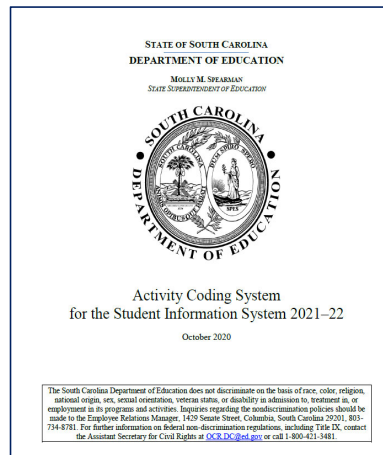
Have the district attorney review the contract.

Dual Enrollment Process

- ▶ Permission
- ▶ Current Articulation Agreement/MOA/MOU
- ▶ Activity Coding Manual

Activity Coding Manual

- ▶ The Activity Coding Manual contains all active course codes for the given academic year.
- ▶ The Activity Coding Manual changes each year as courses are added and deleted.
- ▶ This document is always posted in State Accountability's website:



<https://ed.sc.gov/districts-schools/state-accountability/>

The screenshot shows a web browser window with the URL ed.sc.gov/districts-schools/state-accountability/. The page has a header with the title "STATE ACCOUNTABILITY" and a grid of six content boxes. A blue arrow points to the "High School Courses and Requirements" box.

Waivers	Inclement Weather	Accreditation of Schools and Districts
<ul style="list-style-type: none">• Memorandum - New Waiver Request Procedures• NEW Online Form for District Waiver Request• SBE Regulation 43-261	<ul style="list-style-type: none">• Memorandum-School Closings Due to Extreme Weather• School Closings Due to Extreme Weather Frequently Asked Questions	<ul style="list-style-type: none">• Annual Report Accreditation of School Districts 2019-20• Memorandum - Accreditation and Monitoring of Districts and Schools in 2019-20• Accreditation Standards 2020-21
District Strategic and School Renewal Plans	High School Courses and Requirements	High School Diploma
<ul style="list-style-type: none">• District Strategic and School Renewal Plans	<ul style="list-style-type: none">• SBE Regulation 43-234, Defined Program Grades 9-12 and Graduation Requirements (5-25-18)• Activity Coding System for the Student Information System 2021-22• Activity Coding System for the Student Information System 2020-21	<ul style="list-style-type: none">• SC Academic Honors Award• ACT 155 (2017) Diploma• Diploma Order and Tracking System Users Manual 10-10-19

Activity Coding Manual

Check to determine if courses from your designated institution of higher learning are already included in the Activity Coding Manual.

**No course codes are to be used by a school or district unless they are in the Activity Coding Manual or given by the Office of Federal and State Accountability.*

**Do no make up course codes.*

Activity Coding Manual

Districts determine if specific dual enrollment courses count for named graduation credits.

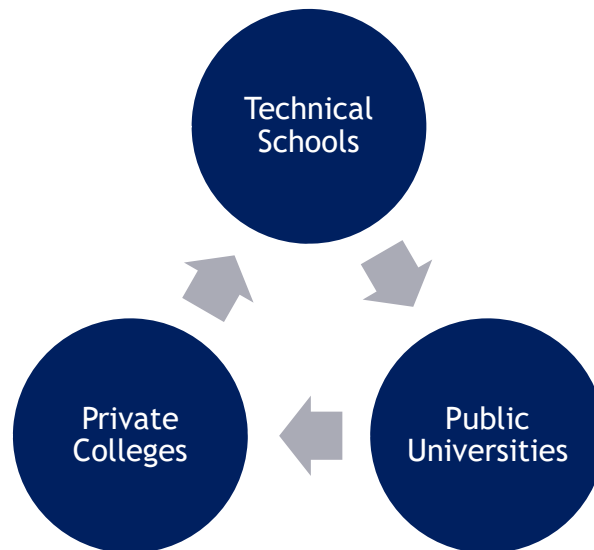
Dual Enrollment Mathematics (Individual districts determine if dual enrollment courses count as a graduation credit or as an elective credit. Regardless of the course substituted for Algebra I, the EOCEP must be taken and factored as 20 percent of the final grade.)				
Dual Enrollment Math for Elementary Education I (MAT 211) (MAT 137) (MTH SC 115)			3132	
Dual Enrollment Math for Elementary Education II (MAT 212) (MAT 136) (MTH SC 116)			3133	
Dual Enrollment Discrete Structures I (MATH 207)			3160	
Dual Enrollment Nonparametric Statistical Methods (STAT 317)			3165	
Dual Enrollment Statistical Inference I (STAT 412)			3166	
Dual Enrollment Applied Statistical Methods (STAT 318)			3167	
Dual Enrollment Elements of General Topology (MATH 434)			3170	
Dual Enrollment College Algebra (MAT 110) (MATH 111)			4133	
Dual Enrollment College Geometry (MAT 112)			4134	

Dual Enrollment Process

- ▶ Permission by school
- ▶ Current Articulation Agreement/MOA/MOU
- ▶ Activity Coding Manual
- ▶ Course equivalencies

Course Equivalencies

Students are allowed to receive one unit of credit for one every set of standards.
(Four units of English credit means English 1-4, not English 1 for four years.)




Course Equivalencies

Table 2: Dual Enrollment Activity Codes for Elective Credit Only		Code
Dual Enrollment Broadcast Journalism (RTV 132)		6129
Dual Enrollment Basic Computer Concepts (CPT 102) (CSCE 101)		6720
Dual Enrollment Computers and Programming (CPT 114) (CSCE 102) (CSCI U150)		6721

CPT 114 Computers and Programming Florence-Darlington Tech
CSCE 102 General Applications Programming USC-Columbia
CSCI U150 Introduction to Computer Science USC-Upstate
CSCI 101 Introduction to Computers and Information-Winthrop

sctrac.org

		Student	Faculty & Advisors	Administrators	About
Minimum Grade: C					
Florence-Darlington Technical College CPT 114 - Computers And Programming Minimum Grade: C	Northeastern Technical College CPT 114 - Computers and Programming	Details			
Florence-Darlington Technical College CPT 114 - Computers And Programming Minimum Grade: C-	University of South Carolina-Lancaster CSCE 102 - General Applications Programming	Details			
Florence-Darlington Technical College CPT 114 - Computers And Programming Minimum Grade: C-	University of South Carolina-Salkehatchie CSCE 102 - General Applications Programming	Details			
Florence-Darlington Technical College CPT 114 - Computers And Programming	University of South Carolina-Sumter CSCE 102 - General Applications	Details			

Dual Enrollment Process

- ▶ Permission
- ▶ Current Articulation Agreement/MOA/MOU
- ▶ Activity Coding Manual
- ▶ Check for equivalencies
- ▶ Request new course code

Request for Addition Form

Course code requests for the current semester are due no later than the Uniform Grading Policy's withdrawal period.

Please submit electronically : Activity Coding System Attention: Nicole Ivery South Carolina Department of Education Office of Federal and State Accountability 1429 Senate Street, Room 511-A Columbia, South Carolina 29201 (803) 734-6268 Email: nivery@ed.sc.gov		Office of Federal and State Accountability Dual Enrollment Course Activity Code Request for Addition Course Number:	
DATE:		SCHOOL and/or DISTRICT:	
CONTACT NAME/TITLE:		CONTACT PHONE:	
CONTACT MAILING ADDRESS:		CONTACT EMAIL ADDRESS:	
Course College Abbreviation:	College/University:	Subject Area:	Course Start Date:
<i>The name and code number of every course that each student takes must be entered into the student data collection system active master scheduler at the time the student takes the course. Courses may not be added to the student's course history (transcript) without first being entered into the scheduler. SBE Reg. 43-234.VI.D.2</i>			
Course Title:			
Course Description:			

Withdrawing from a Course (UGP, 2019)

- ▶ With the first day of enrollment in the course as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course will do so without penalty.
- ▶ The three-, five-, and ten-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school. Students who withdraw from a course with administrative approval will be given a WP for the course.

Dual Credit Courses (UGP, May 2019)

Dual credit courses—whether they are taken at the school where the student is enrolled or at a postsecondary institution—are those courses for which the student has been *granted permission by his or her home school* to earn both high school units of credit and college credit. **One quality point** may be added to the CP weighting for dual credit courses that are applicable to *baccalaureate degrees, associate degrees, or certification programs that lead to an industry credential* offered by accredited institutions per established district articulation agreements (see SBE Regulation 43-234, Defined Program, Grades 9-12, and Regulation 43-259, Graduation Requirements).

SC Uniform Grading Scale Conversion Chart

Table A-2: Grade Point Conversion Chart, 10 Point Scale – 2016 and forward

Note: Use this Grade Point Conversion Chart when counselors, registrars, or other school/district administrators need to transcribe grades for courses taken after to 2016.

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	Extended Quality Points*
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500

- Dual Enrollment
- Advanced Placement
- Cambridge AICE
- International Baccalaureate

Dual Enrollment vs. Dual Credit

Dual enrollment refers to the process of where high school students take college level coursework and earn both college and high school credit.

Dual credit refers to the extra academic weighting received from dual enrollment courses.

**Note that the UGP states does not treat all college level courses the same. Students can be dually enrolled in high school and college, but receive college preparatory credit for the college course on the high school transcript.*

What Receives Dual Credit?

Dual Credit

- ▶ Associate's Degree (AA, AS)
- ▶ Associate of Applied Science Degree (AAS)
- ▶ Bachelor's Degree (BA, BS)
- ▶ Industry Credentials (license, certification that verifies individual's competence issued by a third party)(Dept. of Labor)

College Preparatory Credit

- ▶ Diploma
- ▶ Certificate
- ▶ Remedial
- ▶ Orientation

It is the school's responsibility to know how to treat each course/program of study.

Remediation and Orientation (UGP, May 2019)

College remediation and orientation courses may not be awarded the additional quality point above CP weighting (i.e., dual credit weight). Districts also have authority in their agreement to define other courses offered by a college that may not be articulated back to the high school transcript above CP weighting.

Academic Weights

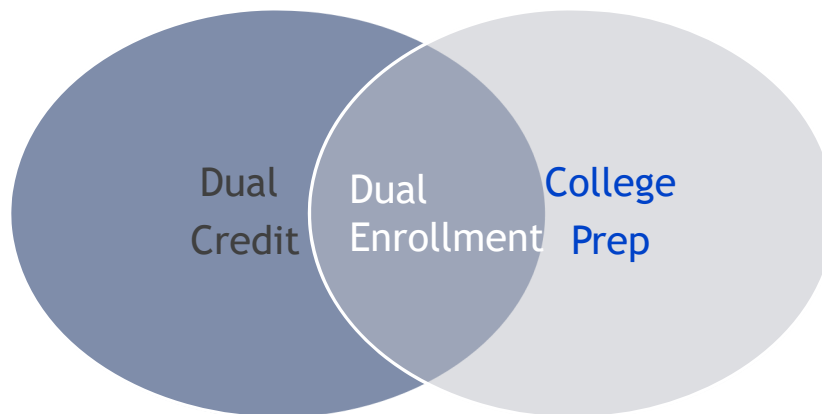
7th course code position

College remediation and orientation courses may not be awarded the additional quality point above CP weighting (i.e., dual credit weight). Districts also have authority in their agreement to define other courses offered by a college that may not be articulated back to the high school transcript above CP weighting.

Dual enrollment courses can be at the college preparatory level or dual credit level.

E= Dual credit

C= College preparatory



Academic Weights - Dual Enrollment as College Prep

Course Name	Pre-K– Grade 6	Grades 7–8	Grades 9–12	CTE
Other International Baccalaureate (IB) Offerings <i>Honors weighting only</i>				
IB Extended Essay <i>0.5 credit</i>			373C	
IB Creativity, Action, Service <i>0.5 credit</i>			373D	
Dual Enrollment Electives <i>CP weighting only</i>				
Dual Enrollment Quantitative Reasoning (MAT 103) Remediation			311500CW	
Dual Enrollment Intermediate Algebra (MAT 102) Remediation			311600CW	
Dual Enrollment Fundamentals of Mathematics (MAT 150) Remediation			311700CW	
Dual Enrollment Introductory Biology (BIO 100)			322300CW	
Dual Enrollment Basic Anatomy and Physiology (BIO 110) (BIO 105)			326900CW	
Dual Enrollment Basic Economics (ECO 101)			335100CW	
Dual Enrollment Reading (RDG 101) Remediation			480000CW	
Dual Enrollment College Orientation (COL 101)			480100CW	
Dual Enrollment Developmental English Basic (ENG 0321) Remediation			480200CW	
Dual Enrollment Developmental English (ENG 032) Remediation			480300CW	

Dual Credit Arrangement SBE Reg. 43-234(III)

- A. District boards of trustees may establish a policy allowing students to take college courses for units of credit toward the high school diploma. The district policy may allow for courses to be offered by an institution of higher education through a cooperative agreement.
- B. A **three-semester-hour college** course transfers as one unit of credit.
- C. Tuition costs and any other fees are the responsibility of the individual student or his or her parent(s) or legal guardian unless otherwise specified in local school district policy.
- D. Students enrolled in a South Carolina public school may take only courses that are applicable to baccalaureate degrees, associate degrees, or certification programs that lead to an industry credential offered by an appropriate regional accrediting agency recognized by the U.S. Department of Education.

Academic Units

8th course code position

- ▶ ≥ 3 college credits = 1 Carnegie unit or “W”
- ▶ 2 college credits = 0.5 Carnegie unit or “H”
- ▶ 1 college credit = 0.25 Carnegie unit or “Q”

*A lab course does not receive a separate course code since it is a part of the substantive course.

Grade Reporting (UGP, May 2019)

- ▶ The IHE shall provide documentation of the final grade to the high school in the form of an official/secure grade report. When possible, a numerical average of zero to 100 should be provided to the high school for the purpose of recording a final grade for the high school transcript. If the numeric grade is not possible, the UGP conversion rule for other grades will be applied. (Please see the Administrative Procedures for the UGP.)
- ▶ The college will provide the final grade to the high school in the form of an official/secure grade report.
- ▶ These grades will appear on student report cards and transcripts.

Transfer Students

What to do when students from another district come to the school with dual enrollment credits that our district does not allow?

What if the student is from out-of-state?

Transferring Dual Credit Courses (UGP, May 2019)

Dual credit courses taken in South Carolina *may earn 1.0 quality point* weighting above CP pending the district's articulation agreement with the institution of higher education. All dual credit courses earned in South Carolina should be transcribed with the 1.0 quality point weight when the student transfers to a new school. Dual credit courses earned out of state may or may not carry quality point weightings. When a student transfers, the ***weight applied at the sending institution according to that state's regulations*** will be applied on the transcript in the receiving South Carolina high school. A high school should NOT change the weight of a dual credit course to match South Carolina's process when they transcribe the course.

Building Dual Enrollment Courses in PowerSchool

- ▶ Use the course code found in the Activity Coding Manual or printed on the Request for Production Form from the Office of State Accountability.
- ▶ Use the course name and abbreviation of the institution of higher learning in which your students will attend.
- ▶ Assign the appropriate academic weight and unit.
- ▶ Use the **school principal** in the teacher section for all dual enrollment.

Teacher Certification

Dual enrollment courses are generally taught by college professors, but high school teachers may teach dual enrollment courses with permission from the institution of higher learning. This permission must be in writing. It will be requested during State Accountability audits.

Computer Science Graduation Credit

- ▶ Always check the Activity Coding Manual for the listing of dual enrollment courses that meet the computer science graduation credit.
- ▶ It is likely that the list of courses counting towards the computer science graduation credit will change from year to year.
- ▶ If students are assigned any other course, that what is printed in the Activity Coding Manual, then they have not met the SC High School Diploma graduation requirements.

D. Course Records for Students SBE 43-234(VII)(D)

1. Each district superintendent must verify the accuracy of course records for students.
2. The name and code number of every course that each student takes must be entered into the student data collection system active master scheduler at the time the student takes the course. Courses may not be added to the student's course history (transcript) without first being entered into the scheduler.
3. Courses offered in nontraditional settings such as online courses, courses offered in conjunction with a college or technical college (i.e., dual credit), and courses offered by the school through the district, state, or another type of provider must be included in the active master scheduler.

QUESTIONS?
QUESTIONS?