

STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION
SECRETARY TO THE STATE BOARD OF EDUCATION



**Dual Credit Course Checklist and Application
for Career and Technical Education (CTE)
Completer Status**

Office of Career and Technical Education

September 2020

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Directions for the CTE Dual Credit Checklist

The following checklist should be submitted with the district's/school's application to the OCTE. If a postsecondary option is not listed in Table 2, check the Activity Coding System Manual to ensure that the postsecondary course has an assigned code, request approval for additional postsecondary courses by completing and submitting the checklist, application, required signatures, and postsecondary course syllabus to Dr. Eleanor Glover Gladney at eglover@ed.sc.gov. For assistance or clarification, please call 803-734-3826. The following steps should be completed, each item checked, and the checklist submitted with the application, postsecondary course syllabus, and required LEA signature page.

Dual Credit Checklist

Complete these steps prior to completing and submitting an application for approval.	
	The secondary course for the one-to-one correlation is currently offered at the high school/career center and the requested postsecondary course competencies align with the secondary course standards.(OCTE)
	The approved courses listed in Table 2 have been examined and the requested course is not listed.
	The postsecondary course has an assigned course code in the current Activity Coding System Manual or an assigned code has been requested.
	A written agreement has been established with the postsecondary institution.
	Student(s) has/have met the eligibility requirements of the postsecondary institution.
	Policy has been established by the district/center board of trustees to approve college courses for units of credit. (24 S. C. Code Ann. Regs. 43- 234, 2018)
	The three-credit hour postsecondary course will be recognized as one high school Carnegie unit of credit for completer status. (24 S. C. Code Ann. Regs. 43-234, 2018)
	Tuition costs and other fees are the responsibility of the student/parent(s)/legal guardian unless otherwise specified in local school district policy. (24 S. C. Code Ann. Regs. 43- 234, 2018)
	The postsecondary courses are applicable to a baccalaureate degree, associate degree, or a certification program that leads to an industry credential offered by accredited colleges and universities. (24 S. C. Code Ann. Regs. 43-234, 2018)
	The postsecondary course is taken (Check the applicable box below) (UGP, 2019)
	at the high school/career center where student is enrolled; or
	at the postsecondary institution; or
	Other: (please specify)
	Permission has been granted by the home school for students to earn both Carnegie units and college credits. (24 S. C. Code Ann. Regs. 43-234, 2018)

Application for Approval of Dual Credit Courses for CTE Completer Status

Deadline for Submission Prior to the Year of Implementation – January 31st

Year of Implementation	
District/School Information	
Name of District:	
Name of School:	
CTE Secondary Course Information	
Career Cluster for the Secondary Course:	
CTE Secondary Course Title:	
CTE Secondary Course Code:	
Number of secondary (Carnegie) units the students will earn if they successfully pass this course:	
Postsecondary Course Information	
Name of College/Technical College:	
Name of Postsecondary Course:	
Postsecondary Course Code:	
Dual Enrollment Course Code: (4-digit code assigned by SCDE)	
Location where the course will be taken (check all that apply)	<input type="checkbox"/> Home high school <input type="checkbox"/> Secondary career center <input type="checkbox"/> Postsecondary campus <input type="checkbox"/> Online <input type="checkbox"/> Hybrid
Status of the instructor/teacher who will teach the course. (check one)	<input type="checkbox"/> Certified secondary teacher/adjunct for college <input type="checkbox"/> Postsecondary instructor/professor not secondary certified <input type="checkbox"/> Postsecondary instructor/professor secondary certified
Number of college credit hours student(s) will earn for this course:	
Course is a part of a degree or certificate program.	<input type="checkbox"/> Associate/Bachelor degree <input type="checkbox"/> Certificate

Note: Attach the official postsecondary course syllabus. (Information should include objectives, what is being taught, units, textbook, and any other information that shows a match to the secondary course standards etc.)

Required Local Education Agency (LEA) Signatures

District/School Information	
Name of District:	
Name of School:	
CTE Secondary Course and Postsecondary Course Information	
Career Cluster for the Secondary Course:	
CTE Secondary Course Title:	
CTE Secondary Course Code:	
Name of Postsecondary Course:	
Postsecondary Course Code:	
Dual Enrollment Course Code: (4-digit code assigned by SCDE)	
Local Education Agency Signatures	
Teacher Name (printed):	
Teacher Email:	
Teacher Phone Number:	
Teacher Signature:	
Date of Teacher Signature:	
CTE Director/Principal Name (printed):	
CTE Director/Principal Email:	
CTE Director/Principal: Phone Number:	
CTE Director/Principal Signature:	
Date of CTE Director/Principal Signature:	
Superintendent/Board Representative Name (printed):	
Superintendent/Board Representative Email:	
Superintendent/Board Representative Phone Number:	
Superintendent/Board Representative signature:	
Date of Superintendent/Board Representative signature:	

Note: Signatures indicate; 1) that the teacher, CTE Director/Principal, and Superintendent/Board representative have completed and/or verified correct completion of the checklist and the application; and, 2) the postsecondary course meets the requirements to be offered as a part of a state approved completer program to the best of the signee’s knowledge.

SCDE Approval

This page is to be completed by the SCDE Office of Career and Technical Education.

District/School Information	
Name of District:	
Name of School:	
CTE Secondary Course and Postsecondary Course Information	
Career Cluster for the Secondary Course:	
CTE Secondary Course Title:	
CTE Secondary Course Code:	
Name of Postsecondary Course:	
Postsecondary Course Code:	
Dual Enrollment Course Code: (4-digit code assigned by SCDE)	
SCDE/OCTE Signatures	
SCDE/OCTE Associate Name (printed):	
SCDE/OCTE Associate Signature:	
SCDE/OCTE Associate Email:	
SCDE/OCTE Associate Phone Number:	
Date of SCDE/OCTE Associate signature:	
Status:	
Indicate Status: (Check one.)	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
If disapproved, provide comments:	