

Dual Credit for CTE Completer Status

Frequently Asked Questions

References

1. What official documents are referenced in the Dual Credit for Career and Technical Education (CTE) Completer Status implementation procedures?

The South Carolina Department of Education (SCDE) documents referenced in the “Dual Credit Guidelines for CTE Completer Status” are listed below. Each document is hyperlinked for easy access to the web-based information.

- Activity Coding System for the Student Information System Manual
- Office of Career and Technical Education (OCTE) Dual Credit Guidelines for Completer Status
- Strengthening Career and Technical Education for the 21st Century Act (PerkinsV)
- SBE Regulation 43-234
- OCTE Student Reporting Procedures Guide
- Uniform Grading Policy (UGP)

Definitions

2. What is a state recognized CTE program?

A state-recognized CTE program must be composed of an approved sequence of career and technical education courses leading to a career goal and must include the minimum number of Carnegie units of credit required for the program.

3. Who is a CTE Completer?

A CTE Completer is a CTE concentrator who has earned all of the required units in a state-recognized CTE program identified by the assigned CIP code.

4. Who is a CTE Concentrator?

A CTE Concentrator is a secondary student with an assigned CIP code who has completed at least two courses in a state-recognized CTE program or program of study.

5. What is a CIP Code?

The Federal Classification of Instructional Programs (CIP) Code is a six-digit code that identifies CTE programs.

6. What is dual enrollment?

The Southern Association of Colleges and Schools Commission on Colleges define dual enrollment as “courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery. This would include such coursework offered at the high school, on the institution’s campus, or via distance education. This also includes programs and courses that may be offered under different names such as “early college,” “dual credit,” or “concurrent enrollment.”

7. What is a valid SCDE dual enrollment course?

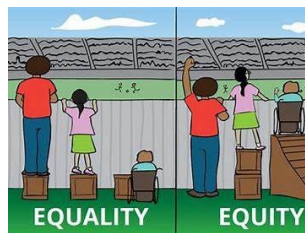
A valid dual enrollment course is recognized by the SCDE’s Office of Federal and State Accountability to earn both high school and college credits, simultaneously. These courses are assigned course codes that appear in the Activity Coding System Manual or are given directly to a school district.

8. How does OCTE define a dual credit course for CTE Completer Status?

The OCTE uses the term “dual credit” to identify a specific type of dual enrollment course for CTE Completer Status. College courses approved by the SCDE Office of Federal and State Accountability to be offered for high school credit are “dual enrollment” courses. Dual enrollment courses meeting additional criteria can be approved by the OCTE for CTE Completer Status. For the purpose of CTE, the term dual credit signifies completer status.

Equity and Access

Equity means each student getting what he or she needs when he or she needs it.



9. Can a dual enrollment course be approved as a dual credit course for completer status if the course is only offered at the college level?

No, the course cannot be approved for dual credit for completer status if the dual enrollment course is only offered at the college level.

Perkins V requires that CTE courses provide equity and access for all CTE students. Courses approved for dual credit for completer status must have an offering at the secondary level to guarantee access to all high school students. Offering the course at the secondary and postsecondary levels provide opportunities for non-dual enrollment students at the high school.

A course only offered at the college campus can still be offered for dual enrollment where the eligible high school student earn both high school and college credits. However, the dual enrollment course cannot be counted as a part of a CTE completer program.

To meet the requirement of equity and access districts may opt to establish partnerships with other schools/districts or develop an agreement with the postsecondary institution to offer students the secondary level course.

10. What funding sources are available for dual credit courses for completer status?

Federal Perkins, Lottery Tuition Assistance (LTA), South Carolina Workforce Industry Needs Scholarship (SCWINS), scholarship monies from other sources, donations, and other agreements through district partnerships provide funding for dual credit courses for completer status.

11. Can Perkins funds be used for CTE dual enrollment courses if the course is not offered at the secondary level?

No, Federal Perkins funds cannot be used.

Dual Credit Course for CTE Completer Status Processes

12. If a postsecondary course is approved for dual credit for CTE Completer Status in one district, does that approval apply to other districts?

No, each district is responsible for submitting an application to the Office of Career and Technical Education and approval will apply to that specific district. To accommodate the variety of course offerings from the sixteen technical colleges, each district must apply.

13. What should districts do to award dual credit for CTE Completer Status courses?

To award dual credit, districts must develop detailed agreements with partner institutions of higher education, whether two-year or four-year colleges or technical colleges, that clearly outline the specific courses and associated procedures allowed.

According to Regulation 43-234, III. Dual Credit Arrangement, agreements should include:

- 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.

14. What is the process for updating the course weighting for an approved dual credit course?

School districts are responsible for ensuring the accuracy of all course codes. LEAs are responsible for assigning the fifth, sixth, seventh, and eighth positions in the dual credit course code by following guidelines outlined in the Activity Coding System Manual. Updates to the course weighting should be coordinated through the PowerSchool Coordinator or school district designee.

15. What policies and procedures are in place if a student fails the dual credit course for completer status?

School districts, school counselors, college advisors, and parents work together to ensure high school students taking dual credit courses are academically, socially, and emotionally ready for college level courses. There are policies and procedures in place at both the college and the SCDE that inform and guide options for course failures (e.g. retaking a course, grade appeal, etc.). This includes the Uniform Grading Policy (UGP), which must be followed for all SC public school students. Per the UGP, dual credit students are building two transcripts and all courses and grades must appear on the student's high school transcript. It is important to acknowledge the requirements and processes in place to determine eligibility for enrollment in dual credit courses are intended to identify students who have an opportunity to be successful at the postsecondary level.

16. What is meant by a “one-to-one match” to high school course standards with courses specific to state-recognized CTE programs?

This requirement is intended to ensure courses approved for dual credit for CTE Completer Status align, at a minimum, with state curriculum standards upholding the integrity of state-recognized CTE programs. Dual credit course competencies should meet or exceed the state curriculum standards set by the SDE. Exceeding the secondary state curriculum standards maintain the integrity and rigor of the college level course.

Postsecondary

17. Do the 16 South Carolina Technical Colleges offer industry-recognized credentials?

Yes, check with the local technical college/service area to determine what is available.

18. Can technical colleges establish a partnership with schools or districts outside their service area to offer dual enrollment courses?

Yes, however, all activities conducted in another technical college's geographic service area must be coordinated between the technical colleges as outlined in the State Board for Technical and Comprehensive Education Policies and Procedures - Procedure 1-2-101.2. A letter of agreement is needed that outlines conditions and courses that will be offered. All courses offered must be in accordance with the SBTCE Dual Enrollment Policy 3-2-100 and Dual Enrollment Procedure 3-2-100.1.

19. At what point can a secondary student withdraw from a dual credit course for completer status without penalties and without adversely affecting the student's high school GPA?

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.

Steps to add Dual Credit Courses for Completer status

20. How can a district/career center add a course for dual credit for CTE Completer Status?

The steps and a flowchart listed below are quick references. The procedures detailing the process to add a course is located in the Office of Career and Technical Education (OCTE) Dual Credit Guidelines for Completer Status.

Step 1. Is there a course offered at the secondary level?

If Yes, proceed to Step 2.

If No, refer to the equity and access question (#9) for possible solutions.

Step 2. Is the course listed on the state approved CTE Dual Credit for Completer status list?

If No, proceed to step 3.

If Yes, the course has already been approved for CTE Completer Status.

Step 3. Does the course have an assigned course code in the Activity Coding System Manual?

If No, proceed to step 4.

If Yes, proceed to step 5.

Step 4. Apply for a SCDE course code.

Request for Additional Dual Enrollment Activity Code

Step 5. Establish an agreement with postsecondary institution.

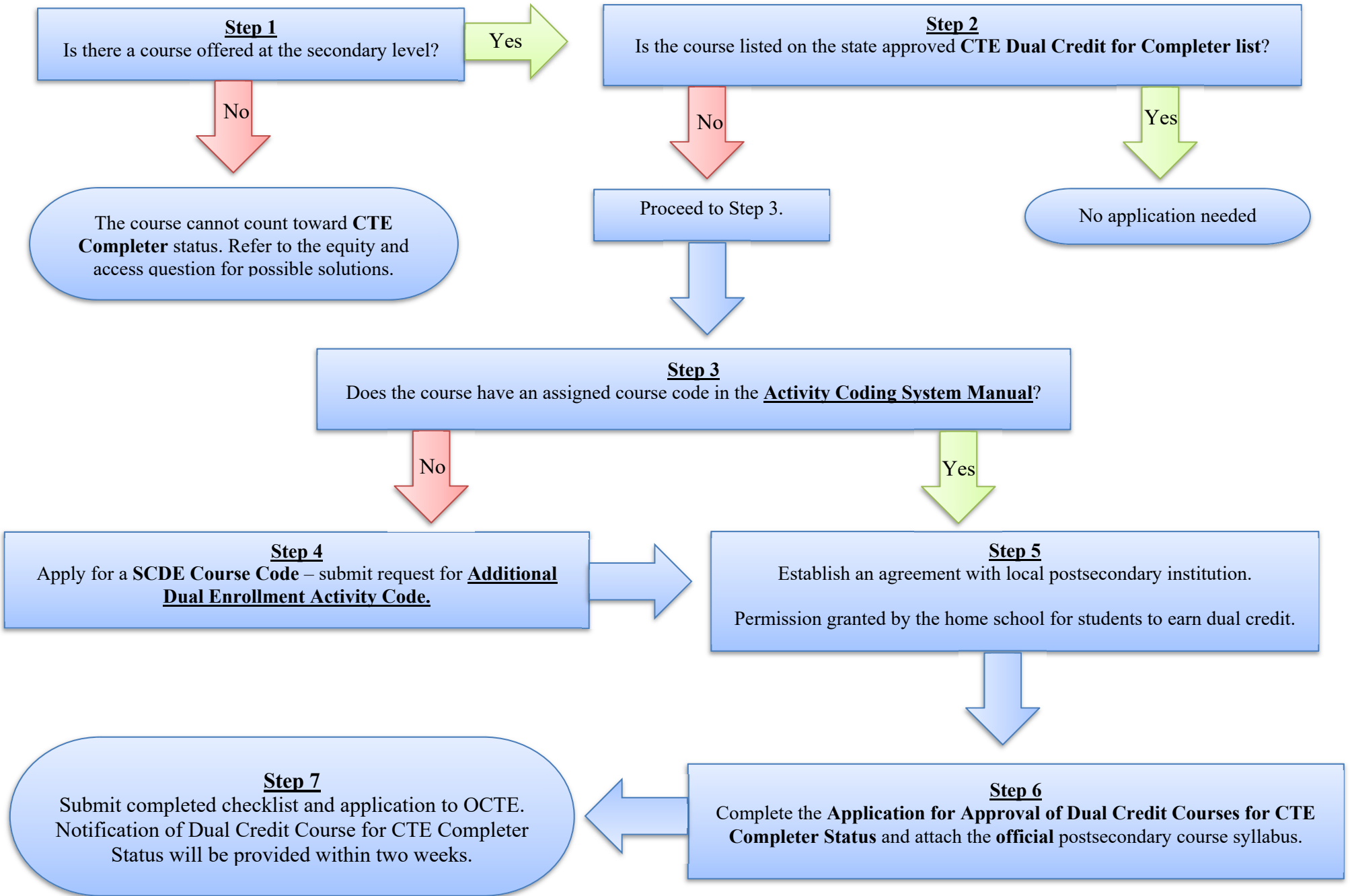
Permission granted by the home school for students to earn dual credit.

Step 6. Complete the Application for Approval of Dual Credit Courses for CTE Completer Status.

Attach the **official** postsecondary course syllabus.

Step 7. Submit completed checklist and application to OCTE.

Notification of Dual Credit Course for CTE Completer Status will be provided within two weeks.



Step 1

Is there a course offered at the secondary level?

Yes

No

The course cannot count toward CTE **Completer** status. Refer to the equity and access question for possible solutions.

Step 2

Is the course listed on the state approved CTE Dual Credit for Completer list?

No

Yes

Proceed to Step 3.

No application needed

Step 3

Does the course have an assigned course code in the Activity Coding System Manual?

No

Yes

Step 4

Apply for a SCDE Course Code – submit request for **Additional Dual Enrollment Activity Code**.

Step 5

Establish an agreement with local postsecondary institution.
Permission granted by the home school for students to earn dual credit.

Step 7

Submit completed checklist and application to OCTE.
Notification of Dual Credit Course for CTE Completer Status will be provided within two weeks.

Step 6

Complete the **Application for Approval of Dual Credit Courses for CTE Completer Status** and attach the **official** postsecondary course syllabus.