DELAWARE DEPARTMENT OF EDUCATION

2019-2020 GUIDANCE FOR POSTSECONDARY CREDIT ATTAINMENT - UPDATED 1/21/20

This guidance document is designed to assist schools and districts in establishing and implementing procedures regarding postsecondary credit attainment, also referred to as dual enrollment credit. Additionally, this document provides information regarding how postsecondary credit attainment relates to the calculation of the College and/or Career Preparedness measure of the Delaware School Success Framework (DSSF).

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Contact Information for Dual Enrollment Credit Attainment

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Overview of Dual Enrollment for Statewide Accountability

College and/or career experiences prepare high school students for success beyond high school. These experiences include opportunities to earn an industry-recognized credential, earn college credit, and engage in meaningful work-based learning experiences. Students who demonstrate success in these areas have an increased likelihood of entry and success in pursuing postsecondary education and a career after high school.

Dual enrollment credit attainment falls into one of two categories: within an academic subject area (academic) or within a CTE program of study.(technical) For the purposes of the statewide accountability system, dual enrollment credit attainment is defined as the percentage of students earning both high school and non-elective academic college credits based on the successful completion of coursework that offers postsecondary credit. Successful completion is defined as earning a letter grade of "B" or a grade percentage greater than 79 percent in the course.

Academic dual enrollment courses are all dual enrollment courses offered outside of a CTE program of study. Academic dual enrollment courses must meet the standard of transferability by being accepted as direct transfer credit (e.g. computer science credit for computer science credit, or math credit as math credit) and NOT as an elective credit at a Delaware college other than the college offering the course. Technical dual enrollment courses are approved CTE dual enrollment courses and meet the standard of "counting toward college graduation". For CTE: DDOE has only approved CTE dual enrollment courses that directly transfer into related degree programs, which means "*all CTE dual enrollment courses fall within the non-elective academic course"* list for DSSF purposes. These expectations support students as they pursue credential and degree completion, and is supported by the federal Every Student Succeeds Act's definition of dual enrollment:

> The term "dual or concurrent enrollment program" means a program offered by a partnership between at least one institution of higher education and at least one local educational agency through which a secondary school student who has not graduated from high school with a regular high school diploma is able to enroll in one or more postsecondary courses and earn postsecondary credit that--
>
> (A) is transferable to the institutions of higher education in the partnership; and
>
> (B) applies toward completion of a degree or recognized educational credential as described in the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.).

The application of credit, however, can vary across institutions of higher education (IHEs) in Delaware as well as across the country. For the purposes of DSSF, DDOE uses a course matrix with transferability to Delaware IHEs as the standard for whether a course will be accepted as a non-elective academic credit. DDOE automatically accepts Delaware Technical Community College (DTCC) courses as DTCC courses are used as the primary institution for transfer review.

To assist districts, schools and charter schools in determining transfer status, a course matrix with transferability has been created to indicate whether dual enrollment courses transfer as an academic credit, a technical credit, or as an elective. The spreadsheet is available on the accountability page of the DDOE website. DDOE will evaluate the list of dual enrollment courses through the transfer credit matrix each year to validate transfer status. This provides a consistent and streamlined standard against which all high schools can determine eligibility of coursework for the College and/or Career Preparedness measure of the DSSF.

Considerations and Coding of Courses and Data Entry in eSchoolPLUS

Instructions for accurately coding courses in eSchoolPlus may be found at the end of this document, or by clicking here.

Things to Consider

- When deciding to add a new course, consider the following:
    - Academic Courses
        - Will the course add to general education requirements and/or accelerate graduation for the student when they matriculate to a Delaware institution? *AND*
        - Is the course transferrable to at least one other institution in Delaware as non-elective credit?
            - If the course is an elective, is it a department elective or a general elective (only department electives will count)? The Dean of the department can confirm.
    - Technical Courses
        - Is the course part of an approved CTE program of study?
- For existing courses:
    - Academic Courses
        - Review the Dual Enrollment Course Matrix to see if the course is transferrable at another Delaware institution other than IHE offering the course
        - If the course is an elective, is it a department elective or a general elective (only department electives will count)? The Dean of the department can confirm.
    - Technical Courses
        - Is the course part of an approved CTE program of study? (*Please note: articulated credits are not counted as dual enrollment credits for the DSSF*.)

FAQ

- Are Academic Challenge courses considered dual enrollment credits?
    - Only Academic Challenge courses classified as Level 4 or above are considered dual enrollment courses.
- What if a student transfers to my school from another state and has earned dual enrollment credits from an out-of-state university?
    - Request a transcript to confirm the student received academic college credit. If yes, check the course in the transfer matrix to determine if it is accepted at DTCC or as an academic credit at another Delaware institution.

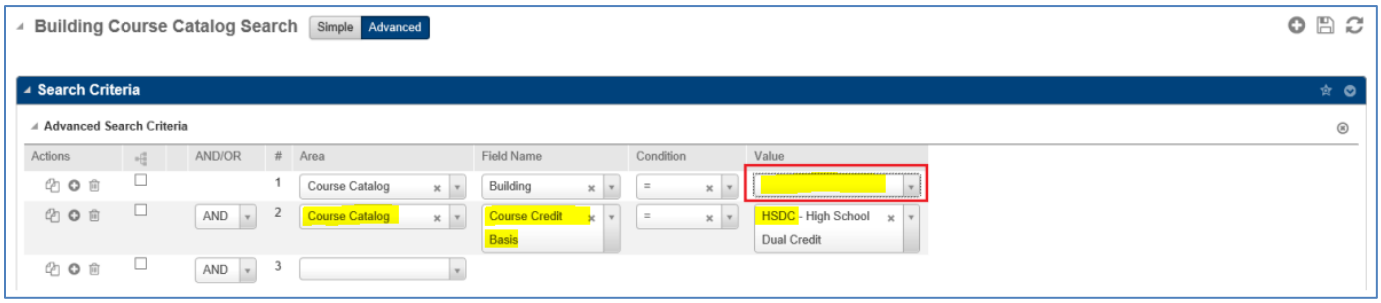
Instructions for entering Dual Enrollment Courses in EschoolPlus

Key Questions:
1. Is the college included in the course name?
2. Is the course name the same as the college course?
3. Are all the correct boxes checked?
4. For Academic Challenge courses: Are only Level 4 and Level 5 courses included? *Please note: Any Academic Challenge courses below a level 4 do not qualify for dual enrollment credit.*

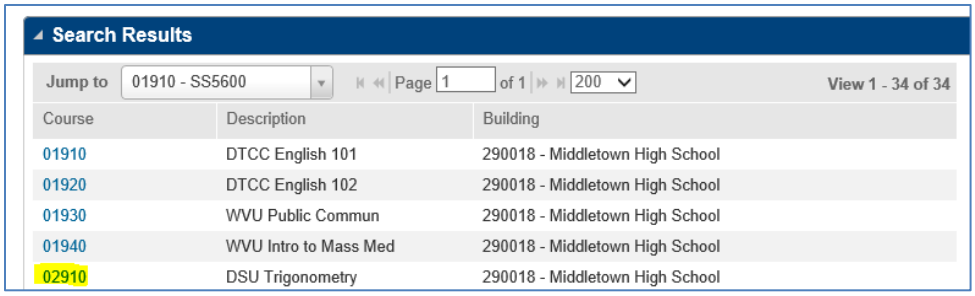
If the dual enrollment course is paid for by the school/district office, please follow the instructions below. *The course and the master schedule course must both have the Course Credit Basis field filled in.* It is a three-step process.

1. Course Nomenclature: For each course, include the name of the college (see below for acronyms), college course name and course code (**e.g., DTCC Mat 120 Contemporary Mathematics**). If necessary, the actual course title may be shortened (**e.g., DTCC Mat 120 Cont Math**).
    a. University of Delaware: UD
    b. Delaware State University: DSU
    c. Wilmington University: WU
    d. Widener University: WID
    e. Goldey Beacom College: GBC
    f. Wesley College: WES

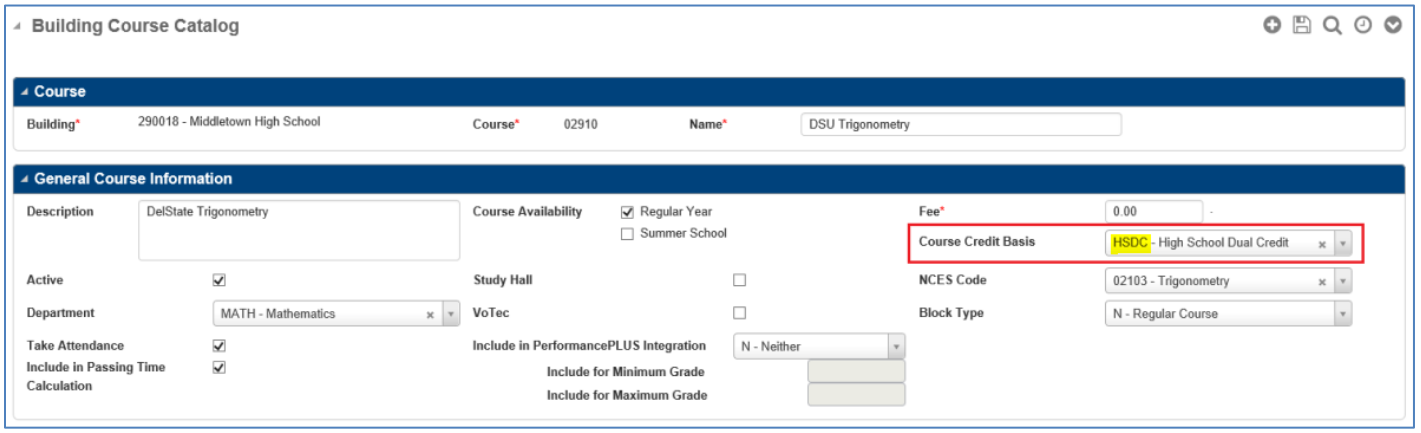
2. In eSchool, type Building Course Catalog in the Quick Search box (or go to Menu > Scheduling > Courses > Building Courses > Building Course Catalog) and enter your Search prompts (building, course and/or description). You can use these search prompts (enter your building number) to display all Dual Enrollment courses within that building:



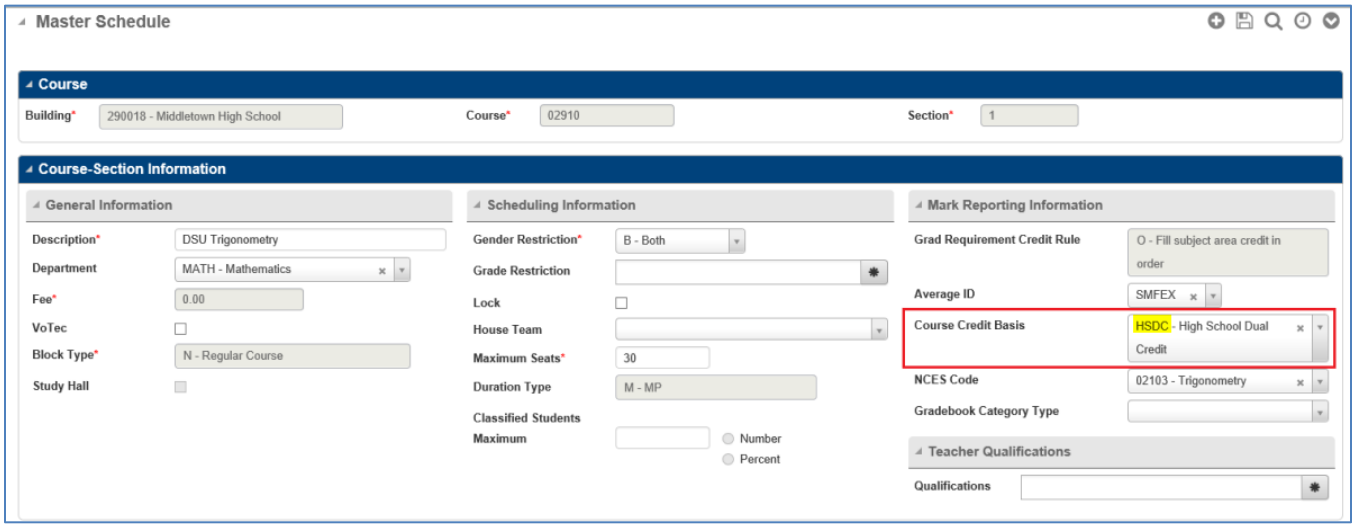
Then click on the course number/name (not description):



Select HSDC in the Course Credit Basis field in the course catalog:

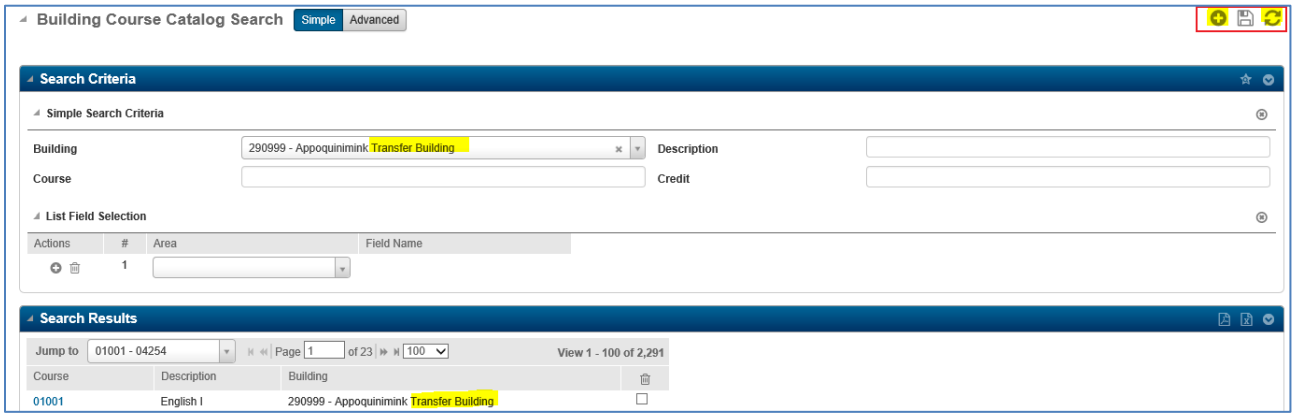


3. To set the field for dual enrollment in the Master Schedule, type Master Schedule in the Quick Search box (or go to Menu > Scheduling > Courses > Course Sections > Master Schedule). Then search for and select the course and update the course credit basis field in the first section of the course section:

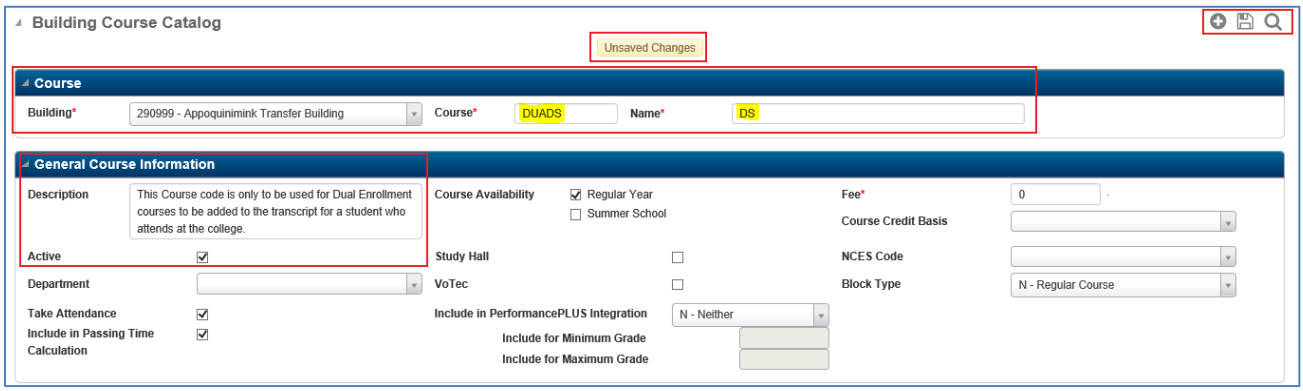


<u>If the course is paid for by the student, then the course is entered into the student's transcript as a *transfer course*. This is also a three step process.</u>

1. Enter a new course in the <u>Transfer Building's Course Catalog</u> - type **Building Course Catalog** in the Quick Search box (or go to Menu > Scheduling > Courses > Building Courses > Building Course Catalog). Search for your transfer building, click the Load Records icon to display courses in your Transfer Building, and click on the sign in the top to add a course.



You only need to enter the DUA* course codes below once in the Building Course Catalog as it spans multiple years. These must be entered in the Transfer Building's Course Catalog before going to step 2.



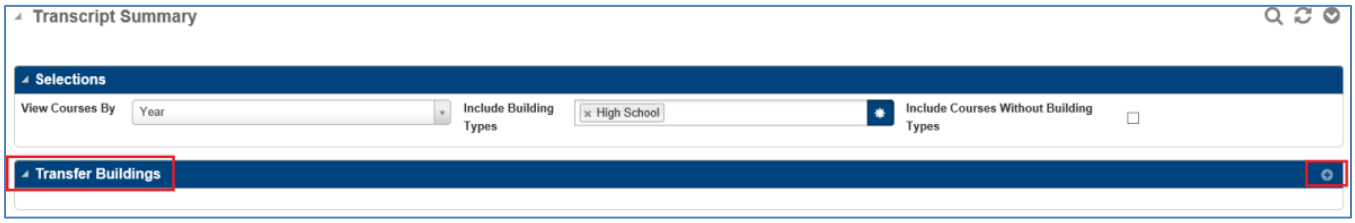
<u>Required fields</u>: **Building** (Transfer Building number), **Course** (see codes below), **Name** (underlined part of course code below), and **Description** (*This Course code is only to be used for Dual Enrollment courses to be added to the transcript for a student who attends at the college*), and click Save (note the yellow 'Unsaved Changes' message at the top). No other fields are needed - do not add a Department or NCES code.

<u>Course</u>: Use only the course codes listed below:

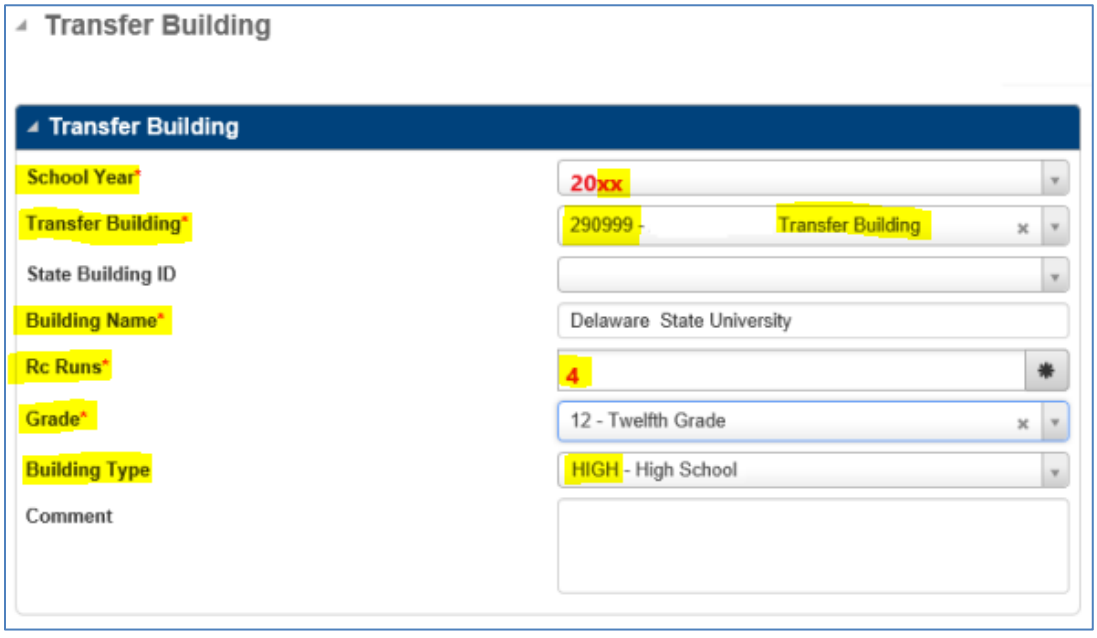
a. DUA<u>WIL</u> – Wilmington College

b. DUADTC – Del Tech Community
c. DUAUD – University of Delaware
d. DUADS – Delaware State University
e. DUAGBC – Goldey Beacom College
f. DUAWID – Widener College
g. DUAWES – Wesley College

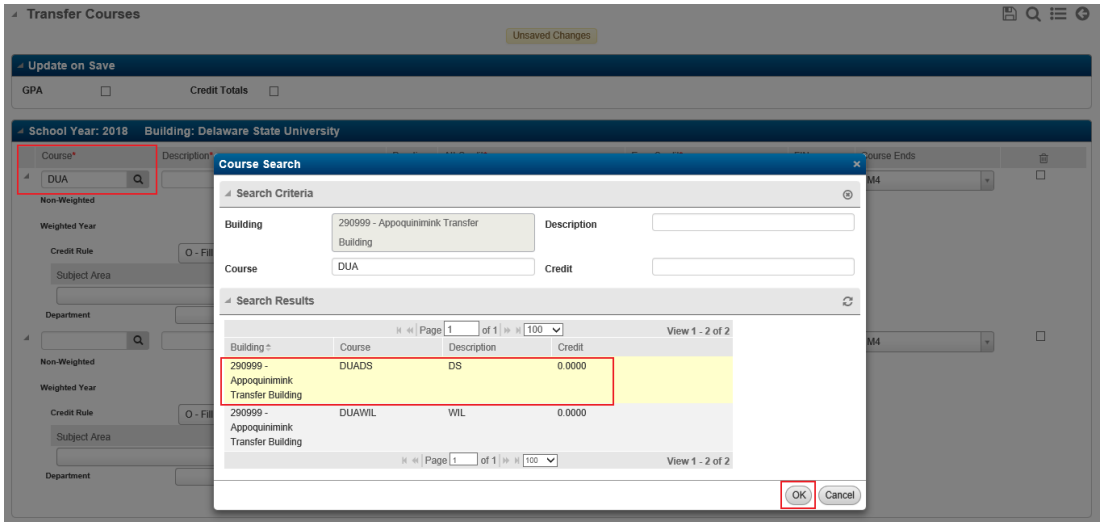
2. Go to the student's transcript course summary (type **Transcript Summary** in the Quick Search box (or go to Menu > Mark Reporting > Entry & Reports > Student > Transcript Summary). Click on the + sign on the Transfer Buildings line:



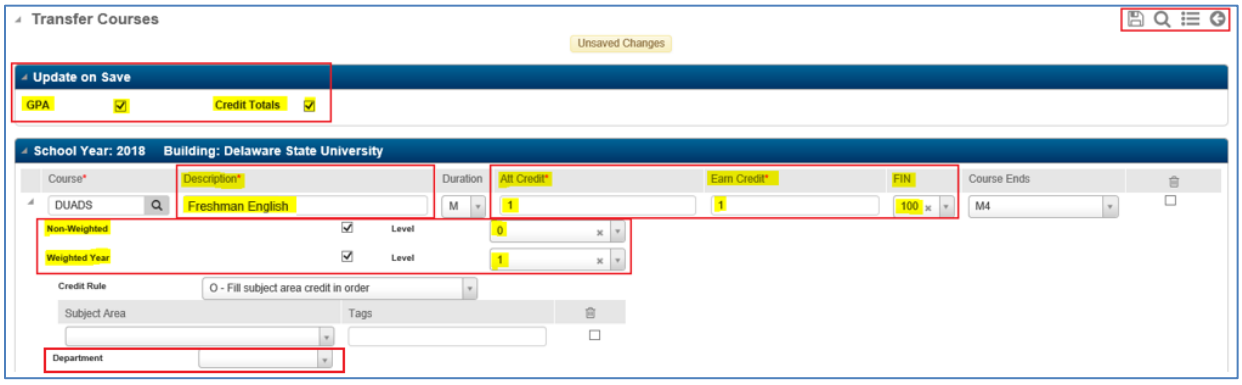
Add the information for the transfer building: School Year, Transfer Building number, Building name (see number 1 above), the RC Run should be the last one (usually MP4 or just 4), the grade the student took the course, and you must specify the Building Type of High.



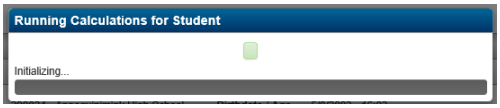
3. Once the transfer building is saved, the Transfer Courses screen comes up. Type DUA in the Course field and click the magnifying glass to open the Course Search popup. Select the course from the list and click OK.



Type a description of the course in the **Description** field, like Freshman English. Enter **Attempted Credit**, **Earned Credit**, and **FIN** grade. If necessary, update Course Levels **Weighted**, **Non-Weighted** which will default to 0, and **Department**. Check the **GPA** and **Credit Totals** boxes in the "Update on Save" section BEFORE you save, so it will calculate the data for this course.



If you checked the boxes in "Update on Save", it will display a popup saying it is calculating:



Click list icon ☰ to return to the student's Transcript Summary screen. Now the course shows on the transcript summary for that school year and will be counted into the Credit and GPA totals.

School Year: 2018 Building: 290024 - Appoquinimink High School

Course Building	Course	Course Description	Dept	Att Credit	Earn Credit	Course Level	FINAL
	01001H-4	English I Honors	ELA	1	1	2	95
	02063H-3	Integ Math II Honors	MATH	1	1	2	93
	0300812H-3	Earth&Space Sci I Hnr	SC	1	1	2	98
	04001H-1	World Studies Honors	SS	1	1	2	97
	24053-6	Spanish II	WLANG	1	1	0	96
	CS405-1	Computer Sci Esst	CTS	1	1	0	98
	HPE70041-1	Health	HLTH	0.5	0.5	0	97
	HPE70042-1	Physical Education	PE	0.5	0.5	0	94
	TE9601-3	Graphic Des & Prod I	TE	1	1	0	95
290999 - Delaware State University	DUADS-1	Freshman English		1	1	0	100