

DELAWARE DEPARTMENT OF EDUCATION

2021-2022 GUIDANCE FOR POSTSECONDARY CREDIT ATTAINMENT - UPDATED 6/15/21



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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eSchoolPLUS/Data Considerations: Chesiree Wise – Academic, Jessica Hansen – CTE

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eSchoolPLUS/Data Entry: DDOE Help Desk

Contact Information: An LEA eSchool contact should submit a ticket in the PowerSchool Products queue through ClassLink/EdAccess or call (302) 735-4140.

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 in at least one 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, contact the Higher Education Office (Shana Payne) to have the course added to the transfer matrix for review by the Delaware institutions.

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 fields 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:

The screenshot shows the 'Building Course Catalog Search' interface. At the top, there are 'Simple' and 'Advanced' tabs, with 'Advanced' selected. Below this is a 'Search Criteria' section. Under 'Advanced Search Criteria', there is a table with columns: Actions, AND/OR, #, Area, Field Name, Condition, and Value. The table contains three rows of criteria:

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Course Catalog	Building	=	[Yellow box]
	AND	2	Course Catalog	Course Credit Basis	=	HSDC - High School Dual Credit
	AND	3				

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

Search Results		
Jump to	01910 - SS5600	Page 1 of 1 200 View 1 - 34 of 34
Course	Description	Building
01910	DTCC English 101	290018 - Middletown High School
01920	DTCC English 102	290018 - Middletown High School
01930	WVU Public Commun	290018 - Middletown High School
01940	WVU Intro to Mass Med	290018 - Middletown High School
02910	DSU Trigonometry	290018 - Middletown High School

Select “HSDC - High School Dual Credit” in the Course Credit Basis field in the course catalog:

Building Course Catalog

Course
 Building* 290018 - Middletown High School Course* 02910 Name* DSU Trigonometry

General Course Information

Description DelState Trigonometry Course Availability ☒ Regular Year ☐ Summer School Fee* 0.00

Active ☒ Study Hall ☐ Course Credit Basis **HSDC - High School Dual Credit**

Department MATH - Mathematics VoTec ☐ NCES Code 02103 - Trigonometry

Take Attendance ☒ Include in PerformancePLUS Integration N - Neither Block Type N - Regular Course

Include in Passing Time Calculation ☒ Include for Minimum Grade Include for Maximum Grade

- 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:

Master Schedule

Course
 Building* 290018 - Middletown High School Course* 02910 Section* 1

Course-Section Information

General Information
 Description* DSU Trigonometry Department MATH - Mathematics Fee* 0.00 VoTec ☐ Block Type* N - Regular Course Study Hall ☐

Scheduling Information
 Gender Restriction* B - Both Grade Restriction Lock ☐ House Team Maximum Seats* 30 Duration Type M - MP Classified Students Maximum ☐ Number ☐ Percent

Mark Reporting Information
 Grad Requirement Credit Rule O - Fill subject area credit in order Average ID SMFEX Course Credit Basis **HSDC - High School Dual Credit** NCES Code 02103 - Trigonometry Gradebook Category Type

Teacher Qualifications
 Qualifications

4. To add the SCED Codes to the course, type “DOE State Course Code” in the quick search box. You will see three options shown below.

- Scheduling>courses>building courses (choose this option if your course catalog is set at the building level)
- Scheduling>courses>course sections (master schedule)
- Scheduling>courses>district courses (choose this option if your course catalog is set at the district level)

Use the SCED code on the Dual enrollment Transfer matrix document.

The screenshot shows the eSchoolPlus web application interface. At the top, there is a navigation bar with the eSchoolPlus logo, a home icon, a menu dropdown, a quick search bar, and links for tasks (N/A) and reports. The current year is set to 2020-2021. Below the navigation bar, the search results for 'DOE State Course Code' are displayed. The results show a course titled 'AG5030 Land/Turf Man' located at '100626 - Caesar Rodney High School'. Below the search results, there is a section titled 'DOE State Course Code Fields' which contains a form for entering course details. The form fields include: NCES SCED Course Code (with the value '18054G1.0011'), Subject Area/Course Number, Course Level, Available FROM Grade, Part X of Y (enter XY), Available TO Grade, Carnegie Units (HS Only) x.xx, and Concatenated Course Code.

eSchoolPlus

Menu Quick Search Tasks (N/A) / Reports Current Year 2020-2021

DOE State Course Code

Course: AG5030 Land/Turf Man
Building 100626 - Caesar Rodney High School

DOE State Course Code Fields

NCES SCED Course Code 18054G1.0011

Subject Area/Course Number

Course Level

Available FROM Grade



Part X of Y (enter XY)

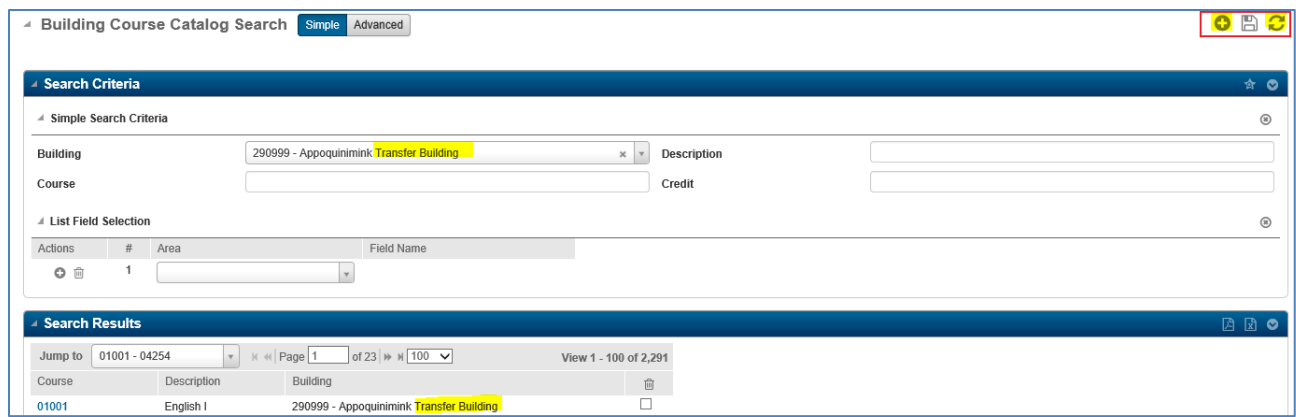
Available TO Grade

Carnegie Units (HS Only) x.xx

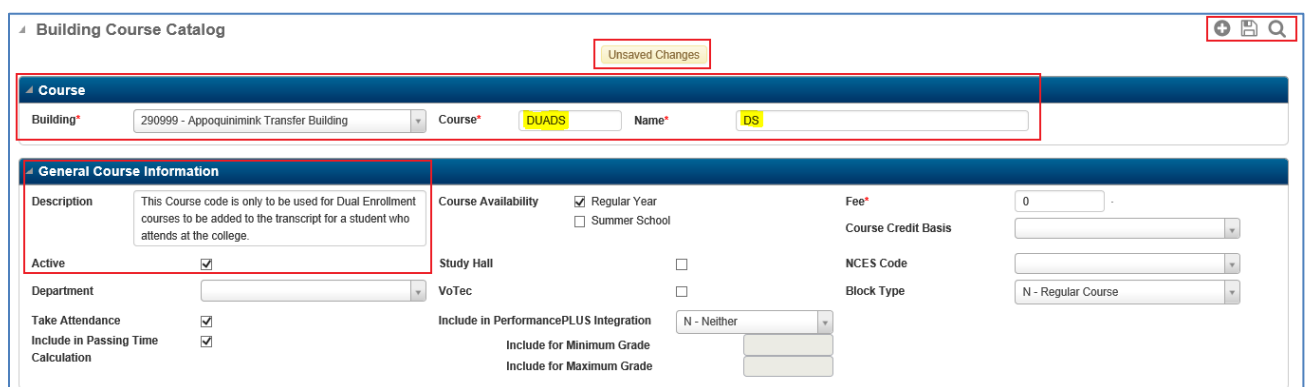
Concatenated Course Code

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.

1. Enter a new course in the Transfer Building's Course Catalog - 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.

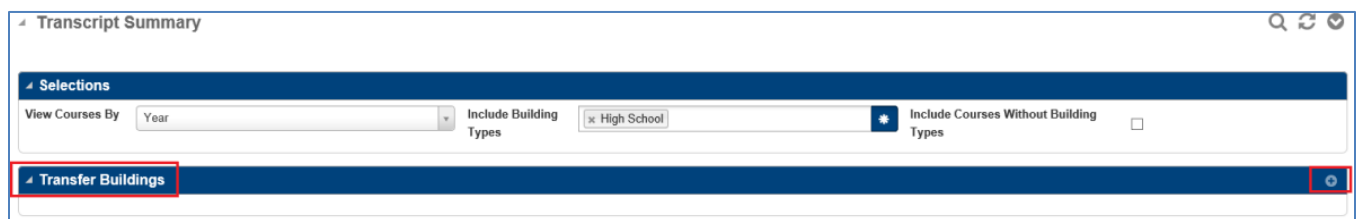


Required fields: **Building** (Transfer Building number), **Course** (see codes below), **Name** (underlined part of course code below), and **Description** (*This Course code is only to be used for Dual Enrollment courses to be added to the transcript for a student who attends at the college*), and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

Course: Use only the course codes listed below:

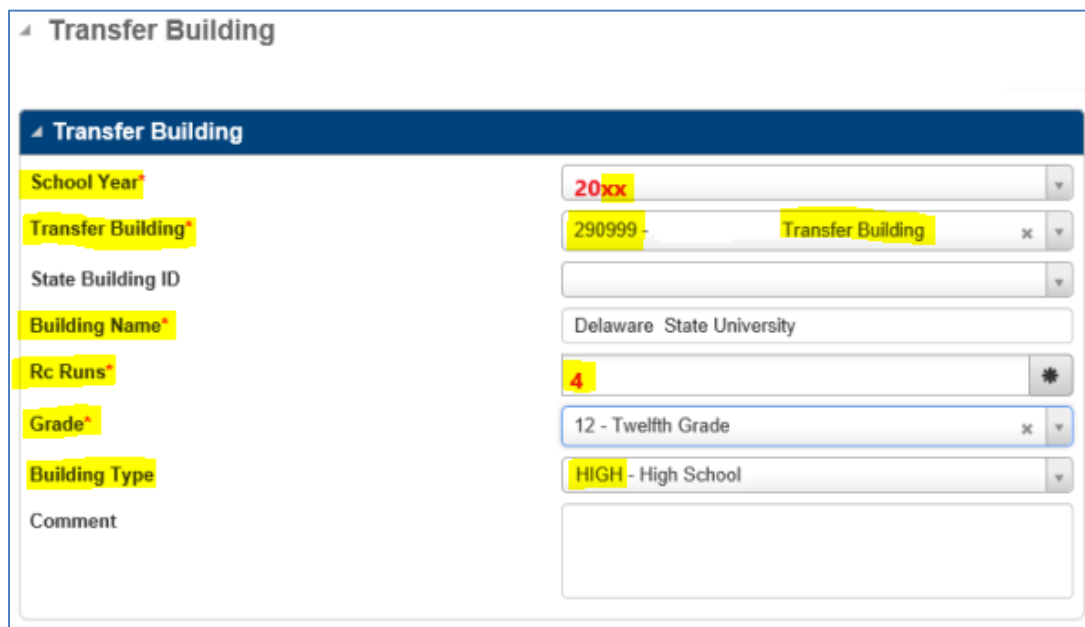
- a. DUAWIL – Wilmington College
- b. DUADTC – Del Tech Community
- c. DUAUD – University of Delaware
- d. DUADS – Delaware State University
- e. DUAGBC – Goldey Beacom College
- f. DUAWID – Widener College
- g. DUAWES – Wesley College

2. Go to the student's Transcript 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:



The screenshot shows the 'Transcript Summary' page. At the top, there's a 'Selections' section with filters for 'View Courses By' (Year), 'Include Building Types' (High School), and 'Include Courses Without Building Types'. Below this, the 'Transfer Buildings' line is highlighted with a red box, and a '+' icon is visible at the end of the 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 as “High – High School” as shown below.



The screenshot shows the 'Transfer Building' form. The fields are filled with the following information:

Field	Value
School Year*	20xx
Transfer Building*	290999 - Transfer Building
State Building ID	
Building Name*	Delaware State University
Rc Runs*	4
Grade*	12 - Twelfth Grade
Building Type	HIGH - High School
Comment	

- 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.

Transfer Courses

Update on Save

GPA ☐ Credit Totals ☐

School Year: 2018 Building: Delaware State University

Course* DUA

Description

Course Search

Search Criteria

Building 290999 - Appoquinimink Transfer Building

Course DUA

Search Results

Building	Course	Description	Credit
290999 - Appoquinimink Transfer Building	DUADS	DS	0.0000
290999 - Appoquinimink Transfer Building	DUAWIL	WIL	0.0000

OK Cancel

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.

Transfer Courses

Update on Save

GPA ☒ Credit Totals ☒

School Year: 2018 Building: Delaware State University

Course* DUADS

Description Freshman English

Duration M

All Credit 1

Earn Credit 1

FIN 100

Course Ends M4

Non-Weighted ☒ Level 0

Weighted Year ☒ Level 1

Credit Rule O - Fill subject area credit in order

Subject Area

Department

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

Running Calculations for Student

Initializing...

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