DELAWARE DEPARTMENT OF EDUCATION
GUIDANCE FOR DUAL ENROLLMENT / POSTSECONDARY CREDIT ATTAINMENT
Updated Fall 2022

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).

Contents (Click on the title below to navigate to the section)

Contact Information for Dual Enrollment Credit Attainment

Business Rules:

Shana Payne	Academic Courses	Shana.Payne@doe.k12.de.us	(302) 735-4120
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eSchoolPLUS/Data Considerations:

Chesiree Wise	Academic Courses	Chesiree.Wise@doe.k12.de.us	(302) 735-4090
Jessica Hansen	Career and Technical Education (CTE) Courses	Jessica.Hansen@doe.k12.de.us	(302) 857-3324

eSchoolPLUS/Data Entry:

DDOE Help Desk	For questions or to report an issue, a DDOE Help Desk ticket must be submitted in the PowerSchool Products queue through ClassLink/EdAccess (see steps below). The LEA's ISO/IT department now controls who can submit PowerSchool tickets so please contact them if you don't see the PowerSchool Products queue.

Overview of Dual Enrollment for Statewide Accountability

College and/or career preparedness I(CCP) 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.

CCP is the percent of students who have demonstrated readiness for postsecondary education and a career after high school through success in one or more of the identified CCP indicators. CCP indicators are further categorized as "college" and "career" metrics. The designation of "college" and "career"

metrics is used for the calculation of this measure to assign bonus points for students who demonstrate successful attainment of both "college" and "career" metrics. Dual enrollment credit attainment falls into one of two categories: within an **academic subject area (academic)** or a **CTE program of study (technical)**. For 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:
Dual enrollment courses are 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 elective credit at a Delaware college other than the college offering the course.

Technical Dual Enrollment Courses:
Dual enrollment courses that are approved as 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 Delaware School Success Framework (DSSF) purposes. Approved technical coursework must follow the policies and procedures for CTE programs of study which is available here. These expectations support students as they pursue credential and degree completion, and are 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 can 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
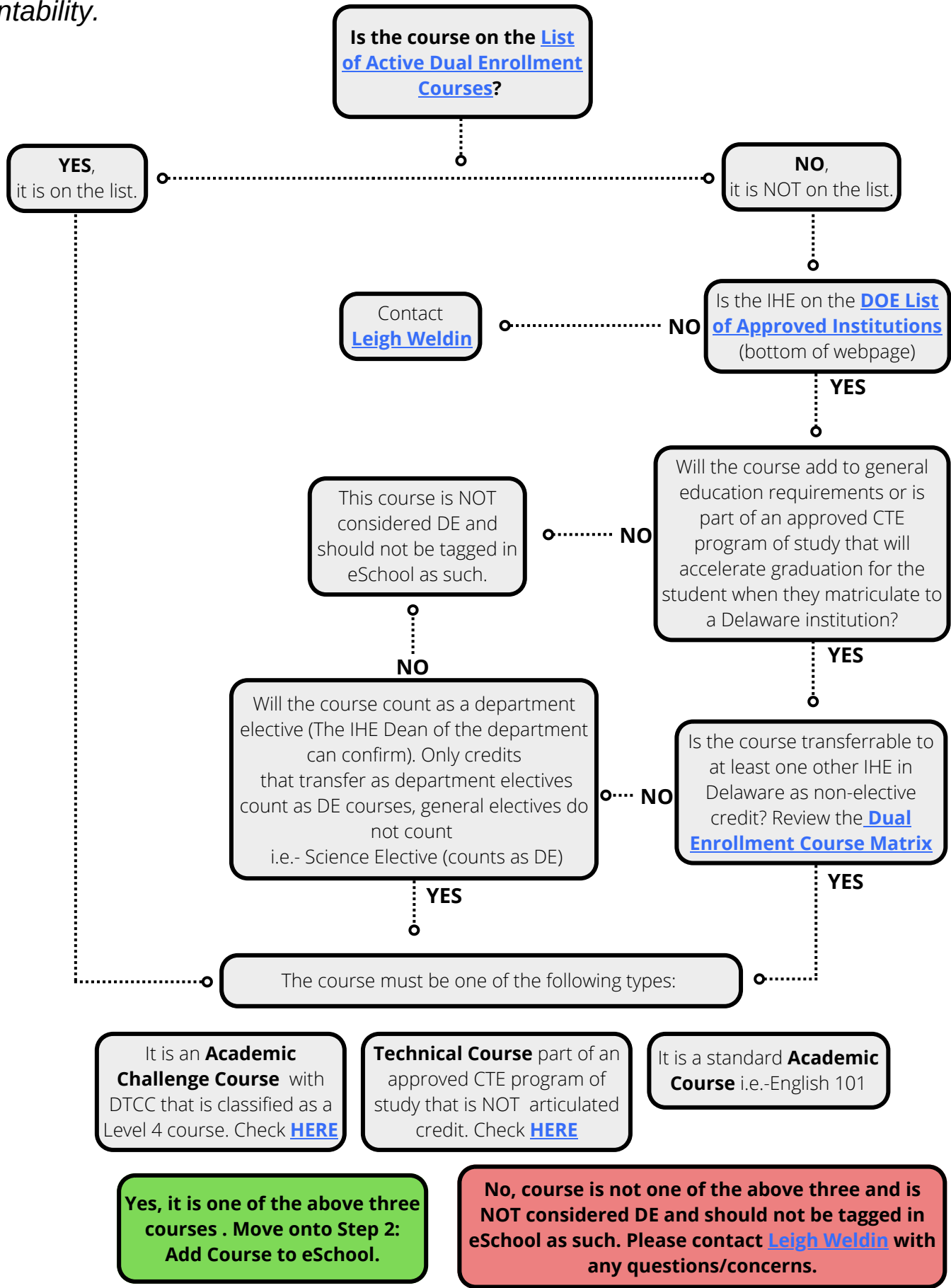>
> (B) applies toward completion of a degree or recognized educational credential as described in the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.).

The application of credit, however, can vary across institutions of higher education (IHEs) in Delaware as well as across the country. For 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 academic credit, technical credit, or 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 the eligibility of coursework for the College and/or Career Preparedness measure of the DSSF.

Adding New Dual Enrollment Courses

Step 1: Confirm the course will count as Dual Enrollment and towards Statewide Accountability.

Is the course on the List of Active Dual Enrollment Courses?

YES, it is on the list.

NO, it is NOT on the list.

Is the IHE on the **DOE List of Approved Institutions** (bottom of webpage)

NO → Contact **Leigh Weldin**

YES

Will the course add to general education requirements or is part of an approved CTE program of study that will accelerate graduation for the student when they matriculate to a Delaware institution?

NO → This course is NOT considered DE and should not be tagged in eSchool as such.

YES

Is the course transferrable to at least one other IHE in Delaware as non-elective credit? Review the **Dual Enrollment Course Matrix**

NO → Will the course count as a department elective (The IHE Dean of the department can confirm). Only credits that transfer as department electives count as DE courses, general electives do not count
i.e.- Science Elective (counts as DE)

YES

NO (from department elective box) → This course is NOT considered DE and should not be tagged in eSchool as such.

YES (from department elective box) →

The course must be one of the following types:

- It is an **Academic Challenge Course** with DTCC that is classified as a Level 4 course. Check **HERE**

- **Technical Course** part of an approved CTE program of study that is NOT articulated credit. Check **HERE**

- It is a standard **Academic Course** i.e.-English 101

Yes, it is one of the above three courses . Move onto Step 2: Add Course to eSchool.

No, course is not one of the above three and is NOT considered DE and should not be tagged in eSchool as such. Please contact Leigh Weldin with any questions/concerns.

Abbreviations:
DE- Dual Enrollment
IHE- Institution of Higher Education (College/University)

Adding New Dual Enrollment Courses
Step 2: Add course to eSchool- Master Schedule and Building Course Catalog

If the dual enrollment course is paid for by the school/district office, please follow the next steps to add the course to your Master Schedule AND Building Course Catalog. It is a three-step process. *Make sure that you confirmed the course will count as Dual Enrollment and towards Statewide Accountability from [Step 1 above](#).*

Step1 – Verify course name

- **Course Nomenclature:** For each course, use the [Dual Enrollment Course Nomenclature for eSchool](#) to determine what course name should be used when entering into eSchool.
    - Many course names are longer than the 30-character limit on eSchool. Therefore, it is <u>very important</u> that you use the abbreviated course name on the Nomenclature document for accountability, reimbursement, and student credit transfer.

Step 2 – Add Course to Building Course Catalog:

- Click on Menu | Scheduling | Building Courses | **Building Course Catalog** OR
  Type "Building Course Catalog" in the Quick Search bar and select **Building Course Catalog**
    1. Add the correct course name from the [Dual Enrollment Course Nomenclature for eSchool](#).
    2. Under Course Credit Basis select "**HSDC- High School Dual Credit**"
    3. Under NCES Code select the correct course code, you can also find the NCES course codes on the [Dual Enrollment Transfer Matrix](#).
    4. Input the remainder of the course information as usual. Don't forget to hit the save 💾 button.

Step 3 – Add Course to Master Schedule:

- Click on Menu | Scheduling | Courses | Course Sections | **Master Schedule** OR
  Type "Master" in the Quick Search bar and select **Master Schedule**
- Follow steps 1-4 under [Step 2- Add Course to Building Course Catalog.](#)

Step 4 – Add Course to District Course Catalog (*only for those with district-level access*)**:**

- Follow steps 1-4 under Step 2- Add Course to Building Course Catalog.

Adding New Dual Enrollment Courses
Step 3: Verification of Dual Enrollment Courses are Coded Correctly in eSchool

Step1 – Navigate to Master Schedule

- Click on Menu | Scheduling | Building Courses | **Building Course Catalog** OR
  Type "Master" in the Quick Search bar and select **Building Course Catalog**

Step 2 – Enter Search Criteria

- Click on Advanced and enter the following criteria to search for all courses in your building
- Click on the Load Records Icon ↻

Step 3 – Verify that all Dual Enrollment Courses are Coded Correctly

- The courses listed in the Building Course Catalog Search are all the dual enrollment courses that have been identified with a Course Credit Basis of HSDC- High School Dual Credit.
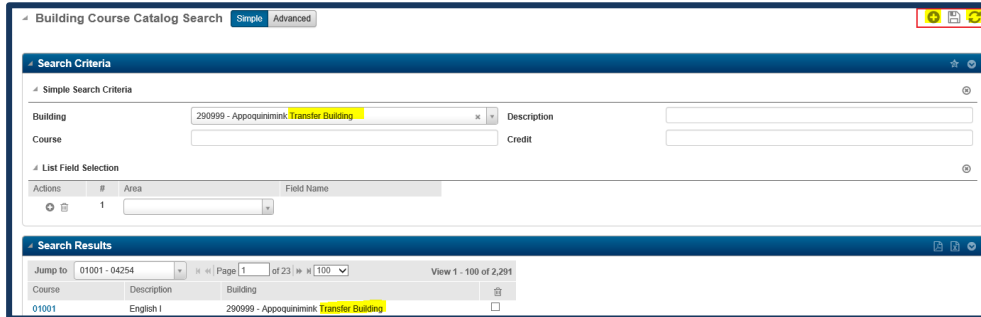

- Compare this list with the Dual Enrollment courses you are offering this year.
  - If courses are missing, update the Course Credit Basis for each course in the **Building Course Catalog AND Master Schedule,** see here for instructions.

Adding Transfer Dual Enrollment Courses to a Student's Transcript

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.

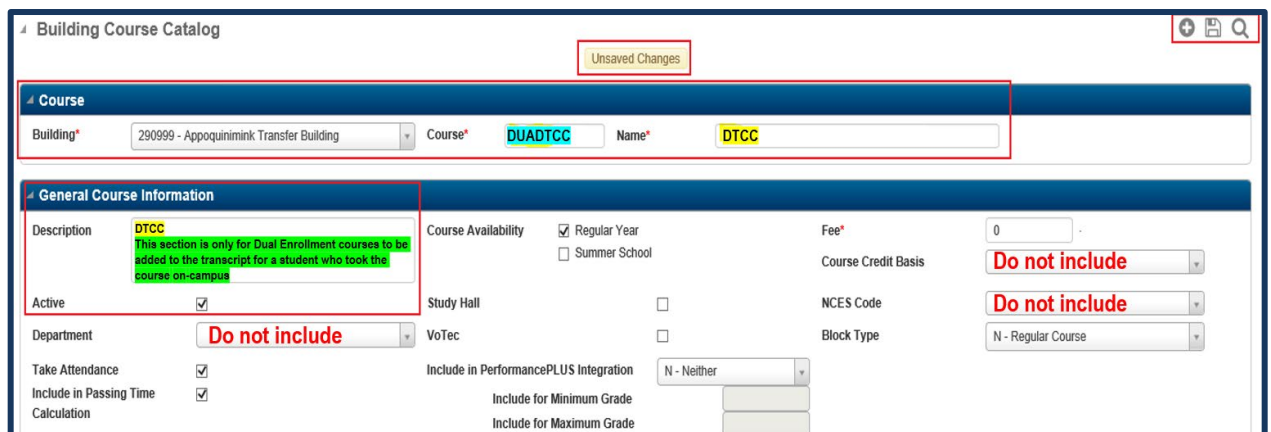**Step 1 – Add Transfer Building to the Building Course Catalog**

- Click on Menu | Scheduling | Building Courses | **Building Course Catalog** OR
  Type "Building Course Catalog" in the Quick Search bar and select **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 at the top to add a course.

- Input **Required fields**: **Building** (Transfer Building number), **Course** (see codes below), **Name** (underlined part of course code below), and **Description** (*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, Course Credit Basis, or NCES code.
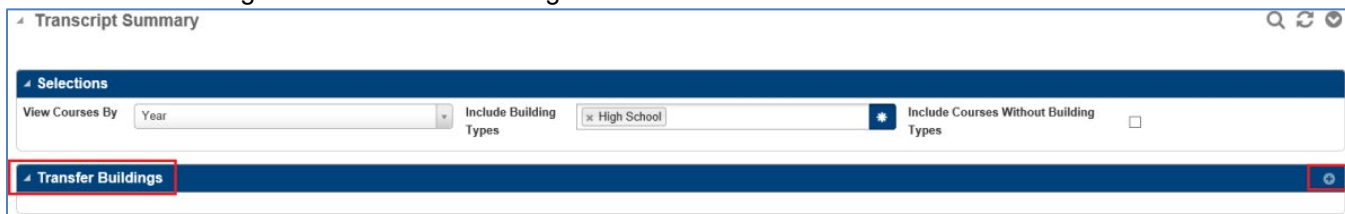
  Course: Use only the course codes listed below:
  a. DUAWU – Wilmington College
  b. DUADTCC – Del Tech Community
  c. DUAUD – University of Delaware
  d. DUADSU – Delaware State University
  e. DUAGBC – Goldey-Beacom College
  f. DUAWID – Widener College

Step 2 – Add Course to Student's Transcript

- Click on Search | Search Student's Name | Menu | Mark Reporting | Entry & Reports | Student | **Transcript Summary** OR
Type "Transcript Summary" in the Quick Search bar and select **Transcript Summary**

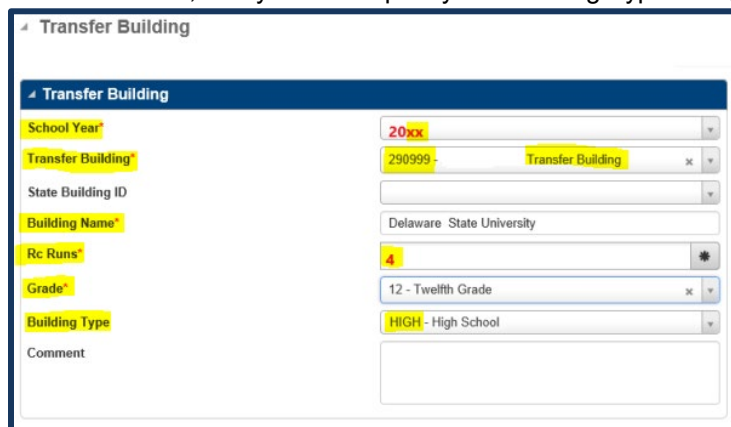- Click on the + sign on the Transfer Buildings line:

- Add the information for the transfer building: School Year, Transfer Building number, Building name (see 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.

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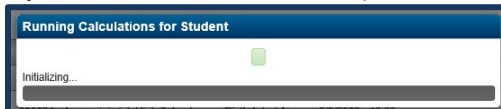
- Click the list icon ☰ to return to the student's Transcript Summary screen. Now the course shows on the transcript summary for that school year and will be counted into the Credit and GPA totals.

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 Tech	DUADTCC-1	DTCC MAT180 College Algebra		1	1	0	100

School Year: **2022** Building: 290024 - Appoquinimink High School