

Dual Credit in Indiana Q & A

Version 3.0



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

INDIANA COMMISSION
for
HIGHER EDUCATION

Dual Credit in Indiana Q&A

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GENERAL INFORMATION

<p>1. What is dual credit?</p>	<p>Dual credit is the term given to courses in which high school students have the opportunity to earn both high school and college credits. Dual credit courses are taught by regular high school faculty or by regular or adjunct college faculty either at the high school, at the college or university, or sometimes through online courses or distance education. Dual credit is offered by both state and independent (private, regionally accredited) colleges and universities.</p>
<p>2. What is the difference between dual credits and “concurrent enrollment,” “dual enrollment,” “double up” and other similar terms?</p>	<p>In general, concurrent enrollment, dual enrollment and double up all refer to dual credits. Students concurrently enroll in a course that results in both high school and college credits. Double up refers to the Double Up for College law which is one of the ways to earn dual credit (see more at http://www.in.gov/legislative/ic/code/title21/ar43/ch5.html).</p>
<p>3. Are Indiana high schools required to offer dual credit courses?</p>	<p>Yes. Indiana law currently requires each Indiana high school to offer a minimum of two dual credit courses (see more at http://www.in.gov/legislative/ic/code/title20/ar30/ch10.html). The intent is to expand opportunities for more students to take college-level coursework while in high school. It also provides an opportunity to fulfill the Core 40 with Academic Honors diploma requirements using the dual credit option and will help more students prepare for college.</p>
<p>4. How does a high school establish a dual credit program?</p>	<p>Dual credit programs are established through a formal agreement between a school corporation and a postsecondary institution. For additional information visit http://www.in.gov/legislative/ic/code/title21/ar43/index.html.</p> <p>Every college or university has an individual responsible for dual credit arrangements. These “dual credit agreements” explain all aspects of the arrangement including instructor requirements, how credits will be awarded, course specifications, and other aspects.</p> <p>For a list of dual credit contacts for Indiana colleges and universities, please visit http://www.TransferIN.net/dualcredit</p>
<p>5. Must high school students be a certain age or grade level to earn dual credits?</p>	<p>Yes. Students earning dual credits/using a fee waiver under Double Up for College must be 11th or 12th grade students. However, at a high school principal’s discretion, students younger than 11th grade may earn dual credits under the Postsecondary Enrollment Program.</p>
<p>6. Is there a limit to how many dual credits a student may earn?</p>	<p>Indiana’s Policy on Dual Credit Courses states that all postsecondary campuses will establish limits for the number of credit hours a student can earn through dual credit courses offered in the high school. The number is not to exceed 15 semester hours except:</p> <ol style="list-style-type: none"> a) For postsecondary campuses and secondary schools that have developed articulation agreements involving associate or baccalaureate degree programs; b) For postsecondary campuses and secondary schools that have approved early or middle colleges; or c) On a case-by-case basis for students who have demonstrated superior academic talents and abilities, including, for example, meeting threshold ACT or SAT scores.

<p>7. What is “Double Up”?</p>	<p>The Double Up for College Program is a state law that allows 11th and 12th grade high school students to enroll in and earn dual high school/college credits from the Core Transfer Library while in high school. Students on free and reduced lunch in Indiana and taking part in Double Up are eligible to receive a tuition and fee waiver from Indiana’s public colleges and universities. It is recommended that school districts and postsecondary institutions enter into a formal agreement regarding offering Double Up to students and the transfer of free/reduced lunch information so that waivers may be granted. If courses are taken at an Ivy Tech Community college site and by a student for whom Ivy Tech has waived tuition, the school corporation is responsible for tuition for each year the student is included in the school corporation’s ADM. Specific details for implementing this provision may vary and will be worked out between Ivy Tech and the school corporation.</p> <p>You can read the text of the law at: http://www.in.gov/legislative/ic/code/title21/ar43/ch5.html</p>
<p>8. How should dual credits be listed on a high school transcript?</p>	<p>High schools may use several methods of listing dual credit courses on a high school transcript:</p> <ol style="list-style-type: none"> 1. The first method is to use the appropriate state-approved “Advanced, College Credit” high school course title: <ul style="list-style-type: none"> ○ Advanced Business, College Credit ○ Advanced Mathematics, College Credit ○ Advanced English/Language Arts, College Credit ○ Advanced Science, College Credit ○ Advanced Social Studies, College Credit ○ Advanced World Languages, College Credit ○ Advanced Fine Arts, College Credit ○ Advanced Career-Technical Education, College Credit <p>Course titles may be abbreviated (e.g. Adv Eng,CC) and may be used in conjunction with the college course title and number (e.g. Adv Soc Studies CC/HSY122)</p> 2. Schools may use a combination of the college course title and the appropriate state-approved high school course title if it has been determined that the dual credit college course meets the Academic Standards for the corresponding high school course. For example, a college-level American History course – HSY 122 from Ivy Tech Community College - may appear on the high school transcript as “US History/HSY 122 Ivy Tech.” In these instances, the state-approved high school course title should be listed first, followed by the college course number and any other identifying information if space is available on the transcript). 3. When space on the transcript is limited, it is permissible to put an asterisk or subscript notation on the high school course title and list more details about the dual credit course in a “miscellaneous” or “notes” section of the transcript.
<p>9. What support is available for students from lower income families who want to complete dual credit courses?</p>	<p>Public dual credit college tuition is waived by the college for students who qualify for the Free and/or Reduced Lunch program and are approved for dual credit courses by the secondary and postsecondary institutions under the Double Up for College Program. In order for tuition to be waived, courses must be part of the</p>

	college Core Transfer Library and an agreement must be entered into by the school corporation and the public postsecondary institution to offer Double Up courses. If courses are taken at an Ivy Tech Community college site and by a student for whom Ivy Tech has waived tuition, the school corporation is responsible for tuition for each year the student is included in the school corporation's ADM. Specific details for implementing this provision may vary and will be worked out between Ivy Tech and the school corporation.
10. Are postsecondary institutions required to transcript dual credit coursework?	<p>Yes. According to the Indiana Commission for Higher Education's Policy on Dual Credit Courses Taught in High Schools by High School Faculty:</p> <p>All dual credit courses shall meet the following conditions:</p> <ul style="list-style-type: none"> ○ Postsecondary institutions shall generate transcripts for all students who complete dual credit courses. ○ All postsecondary institutions and campuses offering dual credit courses in liberal arts, professional, or career/technical disciplines shall achieve accreditation by the National Alliance of Concurrent Enrollment Partnerships no later than fall 2008. (For more information, please see question 29). ○ Since a dual credit course in a liberal arts, professional, or career/technical discipline is deemed to be academically equivalent to the same course taught on-campus by the institution offering the course (see #1 above), the dual credit course shall, consistent with the transfer policies developed by the Commission for Higher Education's Statewide Transfer and Articulation Committee (STAC): <ul style="list-style-type: none"> ○ Apply toward meeting the degree requirements of the institution offering the course, in the same way as the on-campus course; and ○ Transfer to the other public postsecondary institutions in the state, in the same way as the on-campus course. ○ Wherever possible, the course syllabi for dual credit courses in the liberal arts shall also prepare students for successfully passing Advanced Placement (AP) examinations in the same academic area.
11. Is AP considered dual credit?	Advanced Placement (AP) refers to courses offered in the high school administered by the College Board. It is considered an acceleration mechanism like dual credit, but does not fit into the Indiana Commission for Higher Education's definition of dual credit, since AP courses are not offered by a college and do not automatically result in college credit. Some colleges and universities may award college credit or advanced academic standing to students who score a 3, 4 or 5 on an AP exam. Most college websites list information on accepting AP exam scores.
12. Do colleges and universities give preference to students who have completed multiple dual credit courses in high school?	Depending on the dual credit course and grade, completion of dual credits is often an indication of a high school student's motivation and academic interest in college. Many colleges look favorably upon dual credits when considering students for admission or for advanced academic standing.
13. What if my school corporation is on the state border? Can out-of-state colleges and universities offer dual credit in my high	Yes. High schools can enter into dual credit agreements with any accredited postsecondary institution. However, those dual credits not part of the Core Transfer Library do not meet the requirements of the Double Up for College law and cannot be guaranteed to transfer between Indiana colleges and universities.

school?	Out-of-state colleges are also not obligated to waive tuition for students participating in the Free and/or Reduced Lunch program.
14. Is there a list of dual credit providers in Indiana?	Yes. A dual credit provider directory may be found at http://cell.uindy.edu/docs/INDualCreditProviderDirectory.pdf

DUAL CREDIT AND INDIANA'S DIPLOMA REQUIREMENTS

Note: For additional information on Indiana's diploma requirements (not dealing specifically with dual credit) please visit: <http://www.doe.state.in.us/core40/pdf/faq.pdf>

<p>15. What does dual credit have to do with Core 40 with Academic Honors?</p>	<p>Students wishing to complete the Core 40 with Academic Honors diploma may use dual credit (as specified below) as one of several options.</p> <p>Students wishing to complete the Core 40 with Academic Honors diploma (graduating class of 2010 and beyond), must complete the following coursework:</p> <ul style="list-style-type: none"> • Complete all the requirements for Core 40. • Earn 2 additional Core 40 math credits; and • Earn 6-8 Core 40 world language credits; and • Earn 2 Core 40 fine arts credits; and • Earn a grade of a "C" or better in courses that will count toward the diploma; and • Have a grade point average of "B" or above; and • Complete <u>one</u> of the following: <ul style="list-style-type: none"> ○ Complete AP courses (4 credits) and corresponding AP exams ○ Complete IB (Higher Level) courses (4 credits) and corresponding IB exams ○ Earn a combined score of 1200 or higher on the SAT critical reading and mathematics ○ Score a 26 or higher composite on the ACT ○ Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits). ○ Complete a combination of AP courses (2 credits) and corresponding AP exams and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits).
<p>16. . What are "transferable college credits" as referred to in the requirements for a Core 40 with Academic Honors diploma?</p>	<p>"Academic" refers to courses that typically are taken by college students in their first two years of study. These courses generally are liberal arts courses that are taken by all college students regardless of college major or course of study.</p> <p>"Transferable" refers to the ability of a specific course to be accepted for credit at any Indiana public college or university. In order for a course to be transferable, it must:</p> <ul style="list-style-type: none"> • Apply toward meeting the degree requirements of the institution offering the course in the same way as the on-campus course; and • Transfer to Indiana public colleges and universities, in the same way as the on-college campus course. <p>Action by the 2005 General Assembly required that the Indiana Commission for Higher Education, in consultation with the Statewide Transfer and Articulation Committee (STAC), to establish a statewide Core Transfer Library by July 1, 2007. The Core Transfer Library consists of over 70 college courses. For information on the CTL, please refer to question number 21.</p> <p>Students who wish to earn the Core 40 with Academic Honors by completing one of the dual credit options should ask about the transferability of the college credits they receive.</p>

<p>17. Will <u>any</u> dual credit course count toward completing one of the dual credit options of the Core 40 with Academic Honors Diploma?</p>	<p>At its meeting on May 6, 2009, the Indiana State Board of Education expanded the scope of courses that fulfill the dual credit options of the Core 40 with Academic Honors Diploma to include dual college credits from accredited postsecondary institutions. The requirement previously was defined to include only those courses listed in the Core Transfer Library. The Board's action provides expanded opportunities for Indiana students to earn dual credits that may apply to the Core 40 with Academic Honors Diploma. These expanded options are available immediately.</p> <p>The State Board of Education does not accredit postsecondary institutions or recognize accrediting associations. Both the United States Secretary of Education and the Council for Higher Education Accreditation, however, recognize national and regional accrediting associations and maintain lists of those associations. Schools may consult those lists to determine if a postsecondary institution is accredited by a recognized accrediting organization.</p> <p>The Indiana Department of Education recommends that schools advise parents of any articulation agreements that provide for transferability of college credits. Schools and parents also should be aware that IC 21-14-8 provides college tuition waivers for high school students who are eligible for free or reduced lunch in high school and who enroll in courses under the Double Up for College Program. These courses must be included in the Core Transfer Library or included in articulation agreements that apply to any campus of Ivy Tech Community College of Indiana and Vincennes University and draw from liberal arts and the technical, professional, and occupational fields. If courses are taken at an Ivy Tech Community college site and by a student for whom Ivy Tech has waived tuition, the school corporation is responsible for tuition for each year the student is included in the school corporation's ADM. Specific details for implementing this provision may vary and will be worked out between Ivy Tech and the school corporation.</p>
<p>18. What dual credits are required for the Core 40 with Technical Honors Diploma?</p>	<p>Students choosing to use the dual credit option to fulfill Core 40 with Technical Honors must complete dual credits in a career-technical area (six college credits).</p>
<p>19. Must dual credits for the Core 40 with Technical Honors Diploma be from the college Core Transfer Library (CTL)?</p>	<p>No. While students should be encouraged to complete dual credit technical courses that guarantee transferability within Indiana, students may fulfill the technical dual credit requirement by completing dual credit courses not listed on the CTL.</p> <p>Several of the dual credit college courses listed in the college Core Transfer Library (CTL) could be used to fulfill the dual credit option of the Core 40 with Technical Honors Diploma. These include:</p> <ul style="list-style-type: none"> • First Aid • Human Nutrition • Interpersonal Communication • Introduction to Accounting • Introduction to Business • Introduction to Criminal Justice • Introduction to Mass Communications • Introduction to Microcomputers • Medical Terminology • Technical Writing

	For more information on the CTL, please see question 21.
20. How should high schools calculate dual credit for high school credit?	High schools must use the credit amounts assigned to the appropriate course titles found in the Indiana State Approved Course Titles and Descriptions from the Indiana Department of Education (found at http://doe.state.in.us/publications/courses.html).

COLLEGE CORE TRANSFER LIBRARY (CTL)

<p>21. What is the college Core Transfer Library (CTL)?</p>	<p>The college Core Transfer Library (CTL) is a list of college courses that are guaranteed to transfer (the “CTL guarantee”) among all of Indiana’s public college and university campuses, given certain conditions. Indiana’s public colleges and universities developed the CTL in response to legislation passed in 2005.</p> <p>The CTL will be continually updated with work from Indiana’s public and independent colleges and universities. A full listing of courses available in the CTL is online at www.TransferIN.net/ctl</p>
<p>22. What will courses in the CTL count toward?</p>	<p>At a minimum, all college Core Transfer Library (CTL) courses will meet the general education or free elective requirements of undergraduate degree programs and a significant majority of CTL courses will also count as one-for-one equivalents to courses taught at the receiving campus.</p> <p>Most CTL courses will also count for specific course requirements in degree programs. For example, assume a student is enrolled in a bachelor’s degree program requiring an American History I course. That student can take any course listed in the CTL under American History I, from any public campus, and have that course apply toward meeting the student’s degree requirements, in the same way as the equivalent American History I course on that student’s home campus. Likewise, students planning to transfer can be assured that the American History I course they’ve taken at their current campus will apply in the same way as the American History I course at their new campus.</p> <p>The requirements for most associate and bachelor’s degree programs include general or free electives which can be satisfied by taking courses of the student’s choice. Credit hours generated by courses listed in the CTL will satisfy these requirements, up to the credit hour limit set for the particular degree program.</p> <p>For example, a student enrolled in a bachelor’s degree program requiring nine semester hours of electives may select any three, three-credit courses listed in the CTL, from any public campus, to meet this requirement.</p>
<p>23. May students complete dual credit courses not listed on the college Core Transfer Library (CTL)?</p>	<p>Yes, if approved by the high school and the accredited postsecondary institution.</p>
<p>24. Are dual credit courses from private/independent colleges in Indiana being added to the college Core Transfer Library (CTL)?</p>	<p>Yes. Courses offered for dual credit by the following independent institutions are currently being reviewed so that transfer course equivalencies can be identified. Find the latest information on these courses at www.TransferIN.net/dualcredit.</p> <ul style="list-style-type: none"> • Ancilla College • Anderson University • Bethel College • Franklin College • Grace College • Huntington University • Indiana Tech • Indiana Wesleyan University • Manchester College • Marian College • Oakland City University • Saint Joseph’s College • Taylor University

	<ul style="list-style-type: none"> • Trine University • University of Evansville • University of Indianapolis • University of Saint Francis <p>A full list of independent institution courses currently under review by STAC to determine possible transfer course equivalencies is available at http://www.transferin.net/dualcredit (For information on the link between dual credit, the CTL and Core 40 with Academic Honors, please see question 5.)</p>
<p>25. Are Project Lead the Way (PLTW) courses included in the CTL, and therefore eligible to meet requirements for Core 40 with Academic Honors?</p>	<p>Dual credit Project Lead the Way courses may be used to fulfill one of the two dual credit options of the Core 40 with Academic Honors Diploma as long as there is an articulation agreement between the high school and the accredited postsecondary institution.</p>
<p>26. What is the Statewide Transfer and Articulation Committee (STAC)?</p>	<p>Originally created by the Commission for Higher Education in April 2000, STAC was formally codified into state law by the General Assembly in 2003. STAC consists of 2-3 members from each public institution, who are appointed by the university's president; it also includes representation from the Independent Colleges of Indiana and three specific independent institutions. STAC's monthly meetings are the forum for discussing all matters related to transfer of credit, such as state and institutional policies and practices, and technological applications, like the TransferIN website and related infrastructure.</p>

COLLEGE CORE TRANSFER LIBRARY (CTL)

27. How do Indiana colleges and universities ensure that the dual credit coursework in high schools is college level?

Colleges and universities are charged with ensuring that dual credit coursework offered Indiana high schools is college level. To ensure this, postsecondary institutions must:

- Require the same academic prerequisite and require the same student learning outcomes
- Use equivalent course syllabi, textbooks, class assignments, lab equipment and exams
- Provide quality dual credit instruction, of the same quality as course instruction available on the college or university campus

According to the Indiana Commission for Higher *Education's Policy on Dual Credit Courses Taught in High Schools by High School Faculty*:

All dual credit courses shall meet the following conditions:

1) Postsecondary campuses shall take appropriate steps to ensure that dual credit courses are of sufficient quality and rigor to qualify for college credit; in this regard, postsecondary dual credit programs shall embody the following characteristics:

a) All secondary students taking dual credit courses shall meet the same academic prerequisites for taking those courses as apply to students taking the same courses on the postsecondary campus; beyond that, the secondary school and the postsecondary campus may jointly establish additional criteria for determining how students are selected into dual credit courses;

b) Course syllabi used for dual credit courses in liberal arts, professional, and career/ technical disciplines shall be equivalent to course syllabi used in the same courses taught on the postsecondary campus, including equivalent textbooks, class assignments, laboratory equipment, and examinations;

c) Student learning outcomes expected for dual credit courses in liberal arts, professional, and career/technical disciplines shall be the same as student learning outcomes expected for the same courses taught on the postsecondary campus;

d) An academic unit on the postsecondary campus shall be responsible for monitoring, throughout the school year, the delivery and quality of dual credit instruction; such monitoring shall include visits to the secondary class;

e) The secondary school and academic unit on the postsecondary campus shall work together to identify instructors of dual credit courses, whose final approval rests with the academic unit on campus and who shall have credentials consistent with credentials required by on-campus faculty;

f) The academic unit on the postsecondary campus shall be responsible for ensuring that professional development opportunities are available and communicated to secondary faculty, who are teaching dual credit courses; and

g) The postsecondary campus shall establish a mechanism for evaluating and documenting, on a regular basis, the performance of students who complete dual credit courses.

The above requirements, along with those provided by National Alliance of Concurrent Enrollment Partnerships (NACEP), guarantee that any NACEP-accredited course is of the same quality and rigor as the comparable course taught on the host institution's campus. NACEP standards provide the framework

	<p>of accountability that students, policy-makers, and postsecondary institutions need when weighing the merits of concurrent enrollment courses.</p>
<p>28. What is the National Alliance of Concurrent Enrollment Partnerships?</p>	<p>NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. Established in 1999 in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy.</p>
<p>29. What Indiana postsecondary institutions have been accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP)?</p>	<p>At the time of publication, the following postsecondary institutions have received NACEP accreditation:</p> <p>Accredited Institutions NACEP Definition: An accredited member institution is expected to have a concurrent enrollment program (CEP) that has been in existence for at least 5 years. This designation is reserved for post-secondary institutions that have completed the NACEP review process and have been granted accreditation by the NACEP Board of Directors.</p> <p>Indiana University at Bloomington (which covers the following campuses: Bloomington, East, Kokomo, Northwest and Southeast) Primary Contact Thomas E. Leahey Director 812-855-4160 tleahey@indiana.edu</p> <p>Indiana University South Bend Primary Contact Ms. Mary Anna Dimitrakopoulos Director 219-237-4409 mdimitra@iusb.edu</p> <p>University of Southern Indiana Primary Contact Ginger Ramsden Director, Center for Education Services and Partnerships 812-464-1989 gramsden@usi.edu</p> <p>Vincennes University Primary Contact Ms. Heather Marchino Director 812-888-4120 hmarchino@vinu.edu</p>

Provisional Institutions

NACEP Definition: This category is designated for post-secondary institutions currently administering a concurrent enrollment partnership and seeking NACEP accreditation.

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For NACEP's most recent listing, please visit
http://www.nacep.org/members_state_in.html.

<p>30. Are colleges and universities that are not accredited by NACEP allowed to offer dual credit?</p>	<p>Yes. Colleges and universities that have not met the 2008 accreditation requirement outlined in the Indiana Commission for Higher Education's <i>Policy on Dual Credit Courses Taught in High Schools by High School Faculty</i> are permitted to offer dual credit courses in Indiana high schools, as long as they are actively pursuing NACEP accreditation. Independent colleges and universities are not required to obtain NACEP accreditation, although they are encouraged to do so.</p> <p>The Indiana Commission for Higher Education is working with NACEP and the state's public colleges and universities to develop a feasible timeline to ensure that all Indiana public colleges and universities offering dual credit in Indiana high schools go through the accreditation process. When the letter of the law cannot be met, the spirit of the law should still remain intact. NACEP protocol and standards for dual credit should be used by all Indiana colleges and universities offering dual credit in Indiana high schools.</p>
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