

Certificate of Completion (COC) State Reporting & Transcript Documentation Guidance

As a result of changes made to the Certificate of Completion, effective with the incoming freshman during the 2019-20 school year (see <https://www.doe.in.gov/student-services/student-assistance/coc> for more details), updates will need to be made to state reporting and Student Information Systems (SIS), which will also result in updates to the electronic transcript.

State Reporting:

DOE-CC (Course Completion) Collection Updates: Similar to reporting students who earn dual credit for courses, schools will use the same state approved course code for students who are working towards earning applied units for a course. However, students on COC track earning an applied unit for each course taken will be reported in the DOE-CC (Course Completion) collection, new field #9 as “yes or no” as students earning applied units as opposed to earning a credit. Students can be reported as earning either credit(s) or applied unit(s) for each course taken. Students may not earn a credit and an applied unit for the same course. They will be reported as earning a credit or applied unit.

The Course Completion layout is typically posted 6 months prior to period one of the collection opening. The draft form of the layout was been provided to SIS vendors for updates required to student information systems.

Common Electronic Transcript

When documenting Applied courses on the transcript, the state course code and title should match that of the general education course. Although not required, it is recommended that the local course title and local course number include ‘Applied’ in the local title, and an A following the state approved course number. For example, the state course title field would include ‘Business Math’ and the local course title field would include ‘Applied Business Math’ for a student working towards a unit. A student who earns a mixture of credits and units could have both general course titles and applied course titles on the transcript.

Additionally, in field 63 (Enrollment Type) in the transcript data elements spreadsheet ([found here](#)), course credit unit for students earning applied units would be marked as ‘no credit’.

Example:

CourseCreditBasis = Regular (this is required for all courses)

CourseCreditUnits = NO CREDIT (blank if a student is earning credit)

CourseCreditEarned = 1 (or appropriate unit value of credit or unit earned)

CourseAcademicGrade = B or P/F (grade earned)

CourseQualityPointsEarned = 3.700 (points used towards calculation of GPA)

CourseGPAApplicabilityCode = Applicable

CourseNumber = 4512A (Recommended Local Course Code)

AgencyCourseID = 4512 (State Course Code)

CourseTitle = Business Math (State Course Title)

NoteMessage = Applied Business Math (Recommended Local Course Title)

NoteMessage = Applied Unit(s)

The note messages should include both the local course title and ‘applied unit(s)’. In the local course title field, it is recommended that schools use the appropriate course title with ‘Applied’ in front for students who are taking the course for an applied unit (Applied Business Math, for example). The second note should include ‘applied unit(s)’ to distinguish a student earning an applied unit from a student who fails a course, thus not earning credit.

Schools will leave the ‘CourseCreditUnits’ field blank if the student is earning credit for the course. This will imply that credit (as opposed to a unit) was earned for the course.

If included in the xml, the printed transcript will include ‘no credit’, as well as the note indicating it was an ‘applied unit’ earned.

A postsecondary institution/employer/transcript receiver will be able to distinguish a Certificate of Completion transcript, using the following:

- ‘No credit’ will be indicated in the CourseCreditUnits field;
- local Course Code *may* include an A to indicate applied course (optional);
- local Course Title *may* include ‘Applied’ followed by the appropriate state course title when units are being earned for the course (optional); and
- diploma Type will be ‘Certificate of Completion’.

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