Policy on Dual Credit Opportunities in Indiana

Adopted February 12, 2010

Preamble

The State of Indiana regards the offering of rigorous dual credit courses as means for expanding access to postsecondary opportunities, encouraging students to pursue higher education, and increasing college completion rates.

For the purposes of this policy, dual credit courses are defined as courses taken by high school students that satisfy requirements for earning credits toward both a high school diploma and a college degree. Dual credit courses are taught by regular high school faculty or by regular or adjunct college faculty.

The principles outlined on the pages that follow are designed to promote greater clarity, quality, consistency, transparency and transferability of dual credit opportunities for the benefit of Hoosier students.

Basic Conditions

All dual credit courses shall meet the following conditions:

1) Postsecondary campuses shall take appropriate steps to ensure that dual credit courses are of identical 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 identical to course syllabi used in the same courses taught on the postsecondary campus, including class assignments, laboratory experiments, examinations; and textbooks shall be comparable;

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;

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1 The term "liberal arts" includes English language and literature, foreign languages, history, the life sciences, mathematics, philosophy and religion, the physical sciences (such as chemistry, physics, and geology), psychology, the social sciences (such as economics, political science, and sociology), and the visual and performing arts.

As passed by the Indiana Commission for Higher Education, February 12, 2010
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 based on criteria established by the postsecondary institution. The postsecondary campus shall approve the individuals who will teach the dual credit courses in the secondary school, but the school corporation shall be responsible for hiring and compensating this personnel;

f) Approved instructors of dual credit courses shall have credentials consistent with the credentials required for on-campus faculty or a development plan approved by the postsecondary institution to satisfy this requirement;

g) 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;

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

2) Postsecondary institutions shall generate transcripts for all students who enroll in dual credit courses.

3) All postsecondary institutions and campuses offering dual credit courses in liberal arts, professional, or career-technical disciplines shall:

a) Maintain compliance with the Commission for Higher Education’s (CHE) dual credit policy;

b) Demonstrate adherence to the standards advocated by the National Alliance of Concurrent Enrollment Partnerships to the satisfaction of CHE;

c) Demonstrate ongoing adherence to this policy and NACEP standards by submitting to CHE the results from regular self-audits;

d) Be subject to state reviews conducted on a periodic (and as-needed) basis by a standing subcommittee of CHE’s Statewide Transfer and Articulation Committee (STAC).

4) 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 CHE’s Statewide Transfer and Articulation Committee (STAC):

a) Apply toward meeting the degree requirements of the institution offering the course, in the same way as the on-campus course; and

b) Transfer to the other public postsecondary institutions in the state, in the same way as the on-campus course.

5) 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.

As passed by the Indiana Commission for Higher Education, February 12, 2010
6) The Commission for Higher Education, Department of Education and the postsecondary institutions, shall ensure greater statewide consistency and transparency of the corresponding exam scores students must demonstrate in order to earn college credit for Advanced Placement and International Baccalaureate coursework.

7) The Commission for Higher Education, in partnership with the Department of Education, postsecondary institutions and local school corporations, shall prioritize state funding, expand accessibility, and build instructional capacity for student dual credit, Advanced Placement and International Baccalaureate opportunities in the following 10 core subject areas: American Government, American History, Biology, Calculus, Chemistry, Economics, English Composition, Physics, Psychology and World Languages.
Policy on Dual Credit Courses Taken in a High School Setting

May 6, 2011

Preamble

The State of Indiana regards the offering of rigorous dual credit courses as means for expanding access to postsecondary opportunities, encouraging students to pursue higher education, and increasing college completion rates.

The following policy applies to Indiana public colleges and universities only.

The Indiana Commission for Higher Education’s Policy on Dual Credit Taken in a High School Setting includes each of the following defining characteristics:


2) State funding for dual credit shall be limited to a set of priority liberal arts courses identified by the Indiana Commission for Higher Education along with all Career and Technical Educational (CTE) courses receiving postsecondary credit identified in the Indiana Department of Education’s approved career pathways.

3) Under the authority granted to the Indiana Commission for Higher Education (I.C. 21-43-1.5-2), the rate charged to Indiana students for the identified dual credit priority liberal arts and CTE courses shall not exceed $25 per credit hour for courses taken each fiscal year beginning July 1, 2011 through June 30, 2013.

4) State support for dual credit funding to public higher education institutions shall be identified separately under a formula prescribed by the Commission.

5) The state should help minimize the cost of dual credit delivery by coordinating data collection, marketing and professional development on a statewide basis.
Dual Credit in Indiana

Q & A

Version 7.8
October 30, 2012

Indiana Department of Education
SUPPORTING STUDENT SUCCESS

INDIANA COMMISSION FOR HIGHER EDUCATION
# Dual Credit in Indiana Q&A

## GENERAL INFORMATION

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<td>1. What is dual credit?</td>
<td>In Indiana, 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 high school faculty or by adjunct college faculty or 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.</td>
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| 2. Is there an established guideline for how many high school credits should be awarded for a 3 credit hour college credit course? A 5 credit hour college credit course? | Local high schools have the flexibility to determine the number of high school credits that should be awarded for a dual credit course based on these general guidelines:  
  - The number of high school credits awarded for a dual credit course cannot exceed the number of credits listed on the bulleted portion of the State Approved High School Course Titles and Descriptions document. For example, a student completing a senior English course through a dual credit course with Indiana University would earn two high school credits for the year.  
  - Typically a one semester college course transfers in as one high school credit and a two semester college course as two high school credits — the exception is when a one semester college course covers the equivalent of two semesters worth of a high school course (which typically happens with a World Language dual credit course). In those cases, since the content of the course is equivalent to two semesters worth of high school material — the students should receive two credits. |
| 3. What is the difference between dual credits and "concurrent enrollment," "dual enrollment," "double up" and other similar terms? | In general, concurrent enrollment, dual enrollment and double up all refer to dual credit. 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](http://www.in.gov/legislative/ic/code/title21/ar43/ch5.html)). |
| 4. Are Indiana high schools required to offer dual credit courses?       | 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](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 and Core 40 with Technical Honors diploma requirements using the dual credit option and will help more students prepare for college. |
| 5. How does a high school establish a dual credit program?              | 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](http://www.in.gov/legislative/ic/code/title21/ar43/index.html).  
Every college or university has an individual responsible for dual credit arrangements. These "dual credit agreements" (often called MOU — Memorandum of Understanding) explain all aspects of the arrangement, including instructor requirements, how credits will be awarded, course specifications, and other aspects.  
For a list of dual credit contacts for Indiana colleges and universities, as well as a Dual Credit Provider Directory, please visit [http://www.transferin.net/High-School-Students/Dual-Credit.aspx](http://www.transferin.net/High-School-Students/Dual-Credit.aspx) or [http://cell.indy.edu/ECHS/ECHSresources.php](http://cell.indy.edu/ECHS/ECHSresources.php) |
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<td>6. Must high school students be a certain age or grade level to earn dual credits?</td>
<td>Legislation passed in 2011 eliminates the grade level requirement for dual credit: <a href="http://www.in.gov/legislative/ic/code/title21/ar43/">http://www.in.gov/legislative/ic/code/title21/ar43/</a> IC 21-43-4-3 This legislation also requires corporations to notify 8th graders and beyond about the dual credit program/options. A postsecondary institution may establish a policy that requires a minimum level of preparation or other entry requirements for their courses.</td>
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<td>7. Is there a limit to how many dual credits a student may earn?</td>
<td>There is no longer a state-imposed limit on dual credits; however, individual high schools or institutions of higher education may establish their own policy. In the recent past, Indiana’s policy limited dual credits from one institution to 15 credits. That policy was changed in February, 2010.</td>
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<td>8. What is “Double Up”?</td>
<td>The Double Up for College Program is a state law that allows 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 (see question 10). 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 (Average Daily Membership). Specific details for implementing this provision may vary and will be worked out between Ivy Tech and the school corporation. You can read the text of the law at: <a href="http://www.in.gov/legislative/ic/code/title21/ar43/ch5.html">http://www.in.gov/legislative/ic/code/title21/ar43/ch5.html</a></td>
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| 9. How should dual credits be listed on a high school transcript?       | High schools may use several methods of listing dual credit courses on a high school transcript: Course titles may be abbreviated (e.g. Adv Comp) and may be used in conjunction with the college course title and number (e.g. Adv Soc Studies CC/HST 101)  

1. Schools should strongly consider using 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 – HST 101 from Ivy Tech Community College - may appear on the high school transcript as “US History/HST 101 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.  

2. If the course is taught on the college campus or through the college campus (online), there may be no aligned, corresponding high school course. These courses would be beyond the level of high school coursework. In this situation, approved course titles by content area are as follows:  
   - Advanced Business, College Credit  
   - Advanced Career-Technical Education, College Credit  
   - Advanced English/Language Arts, College Credit  
   - Advanced Fine Arts, College Credit  
   - Advanced Mathematics, College Credit  
   - Advanced Science, College Credit  
   - Advanced Social Studies, College Credit  
   - Advanced World Languages, College Credit |
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 to include the number of college credits earned.

10. What support is available for students from lower income families who want to complete dual credit courses?

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 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 may be responsible for tuition for each year the student is included in the school corporation's ADM (Average Daily Membership). Specific details for implementing this provision may vary and will be worked out between Ivy Tech and the school corporation.

Indiana Code 21-43-1.5-1 gives the Indiana Commission for Higher Education (ICHE) the authority to set approved dual credit courses including Liberal Arts and CTE (career and technical education) courses, and set the cost charged to students by public colleges and universities. This cost has been set at $25/credit hour maximum for 2011-2013 for courses that appear on the Priority Course List. Several Indiana institutions offer courses at costs less than this CHE requirement.

List of approved courses can be found: [http://www.transferin.net/High-School-Students/Dual-Credit.aspx](http://www.transferin.net/High-School-Students/Dual-Credit.aspx)

Or in the Learning Connection Dual Credit Community: [https://learningconnection.doe.in.gov/Login.aspx?ret=/default.aspx](https://learningconnection.doe.in.gov/Login.aspx?ret=/default.aspx)

11. Are postsecondary institutions required to transcript dual credit coursework?

Yes. According to the Indiana Commission for Higher Education’s Policy on Dual Credit Courses Taught in High Schools by High School Faculty, all postsecondary institutions shall generate transcripts for all students who complete dual credit courses.

12. Is AP considered dual credit?

No, Advanced Placement (AP) refers to courses and corresponding exams offered in the high school administered by the College Board. While AP courses are rigorous, they do 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.

However, starting with the 2011 AP exams, students who earn a score of 3 or higher shall receive college credit toward their degree at any Indiana public institution of higher education; this includes all two-year and four-year schools.

Indiana public institutions of higher education may require a score higher than 3 to award credit for a course that is part of a students’ major, but the student must still receive credit that counts toward his/her overall degree requirements.

Indiana public institutions of higher education have detailed how each AP course and exam score will distribute within and outside of major fields. Information is available on the Transfer IN website: [http://www.transferin.net/ap.aspx](http://www.transferin.net/ap.aspx)

If the college or university that partners with a secondary school approves, it is permissible to allow both AP and Dual Credit to be taught by the same teacher in the same course section. The school will report the student earning either Dual Credit or AP credit, but not both. For the Academic Honors Diploma option F, each course may count...
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<td>13. Do colleges and universities give preference to students who have completed multiple dual credit courses in high school?</td>
<td>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. Colleges may look favorably upon dual credits when considering students for admission or for advanced academic standing. <a href="http://www.transferin.net/High-School-Students/Dual-Credit.aspx">http://www.transferin.net/High-School-Students/Dual-Credit.aspx</a></td>
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<td>14. What if my school corporation is on the state border? Can out-of-state colleges and universities offer dual credit in my high school?</td>
<td>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. Out-of-state colleges are also not obligated to waive tuition for students participating in the Free and/or Reduced Lunch program.</td>
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<td>15. Is there a list of dual credit providers in Indiana?</td>
<td>Yes. A dual credit provider directory may be found at <a href="http://cell.uindy.edu/docs/INDualCreditProviderDirectory.pdf">http://cell.uindy.edu/docs/INDualCreditProviderDirectory.pdf</a></td>
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<td>16. Does dual credit factor in to the high school accountability grade?</td>
<td>Yes. Dual Credit is one of four indicators in the College and Career Readiness (CCR) metric. The four components of CCR are: Indiana Department of Education (IDOE) approved dual credits verifiable by a transcript, Advanced Placement scores of 3 or higher, International Baccalaureate scores of 4 or higher, and IDOE approved Industry Certifications. CCR is calculated as an unduplicated number (percentage) of all high school graduates in a given year earning any one of these four credentials. A list of courses that will count toward accountability can be found here: <a href="http://www.doe.in.gov/improvement/accountability/f-accountability">http://www.doe.in.gov/improvement/accountability/f-accountability</a></td>
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<td>17. May a student with an Individualized Education Plan (IEP) take dual credit courses?</td>
<td>Yes. While the curriculum and the summative assessments in dual credit classes are dictated by the higher education institution, teaching methodology, classroom accommodations, instruction, homework assignments, formative assessments, etc., are done by the high school teacher (who had to be approved by the higher education institution to teach the college level course). When establishing a MOU (see question 5) a secondary school should consider allowable accommodations at the institution. Secondary Schools need to comply with Individuals With Disabilities Education Act (IDEA) and Section 504. Awarding of college credit is at the discretion of the institution of postsecondary education. Any accommodations in testing must ensure that the standards of the college/university are met. A Post-secondary institution that receives federal funding is prohibited from discriminating on the basis of disability under Sec. 504. For more information on students with disability preparing for post-secondary education: <a href="http://www2.ed.gov/about/offices/list/ocr/transition.html">http://www2.ed.gov/about/offices/list/ocr/transition.html</a></td>
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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

| 18. What is the relationship between dual credit and Core 40 with Academic Honors? | Students wishing to complete the Core 40 with Academic Honors diploma may use dual credit (as specified below) as one of several options. Students wishing to complete the Core 40 with Academic Honors diploma (graduating class of 2016 and beyond), must complete the following coursework:  
- 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 one of the following:
  - A. Complete AP courses (4 credits) and corresponding AP exams
  - B. Complete IB courses (4 credits) and corresponding IB exams
  - C. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing
  - D. Score a 26 or higher composite on the ACT Plus Writing
  - E. Complete dual high school/college credit courses from an accredited postsecondary institution (6 transcripted and verifiable college credits from the IDOE approved course lists)
  - F. Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level course (2 credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transcripted and verifiable college credits from the IDOE approved course lists)

Students wishing to complete the Core 40 with Academic Honors diploma (graduating classes of 2012-2015), must complete the following coursework:
- 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 one of the following:
  - 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).
19. What are “transferable college credits” as referred to in the requirements for a Core 40 with Academic Honors diploma?

“Transferable” refers to the ability of a specific course to be accepted for credit at an Indiana accredited public post-secondary institution. In order for a course to be transferable, it must:

- Apply toward meeting the degree requirements of the institution offering the course in the same way as the on-campus course; and
- Be transcribed by the college offering the course and the college receiving the student into the degree program.

Action by the 2005 General Assembly required that the Indiana Commission for Higher Education, in consultation with the Statewide Transfer and Articulation Committee (STAC), establish a statewide Core Transfer Library (CTL) by July 1, 2007. The Core Transfer Library consists of over 70 college courses. For further information on the CTL, please refer to question number 26. www.TransferIN.net/ctl

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. Secondary schools should work to ensure dual credit courses offered have maximum options for transferability.

20. Do articulated college credits or credit upon matriculation count for the Core 40 with Academic Honors Diploma?

No. Only dual credit college courses from the IDOE approved course list resulting in verifiable transcripted college credits that are awarded (immediately) after the student completes the course, may count toward the dual credit options of the Core 40 with Academic Honors and the Core 40 with Technical Honors diplomas.

http://www.doe.in.gov/improvement/accountability/f-accountability

21. Will any dual credit course count toward completing one of the dual credit options of the Core 40 with Academic Honors Diploma?

At its meeting on November 7, 2011, the Indiana State Board of Education narrowed the scope of courses that fulfill the dual credit options of the Core 40 with Academic and Technical Honors Diplomas. The courses that will fulfill this dual credit honors diploma option are only those from IDOE approved course lists, starting with the class of 2016. The requirement previously included all dual college credits from accredited postsecondary institutions; and was once dependent upon placement within the Core Transfer Library.

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.

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,
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| 22. What dual credits are required for the Core 40 with Technical Honors Diploma? | 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) from the IDEO approved course list.  
  IDEO approved dual credit courses:  
  http://www.doe.in.gov/improvement/accountability/f-accountability |
| 23. The new rules for the Honors Diplomas call for "verifiable" dual credit courses. What is "verifiable"? | High schools should be able to verify that the student has earned a college credit for the course taken. This would mean that within the agreement between the high school and the postsecondary institution, a provision should be made to share the information about transcripted credits. This may be a copy of the student college transcript shared with the high school or this may be a list of students who earned credit for a given semester. The high school must have verification from the postsecondary institution, in some fashion, which the student earned the credit for which he/she was enrolled. |
| 24. Must dual credits for the Core 40 with Technical Honors Diploma be from the college Core Transfer Library (CTL)? | 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. However, courses for the Technical Honors Diploma must come from the approved course list.  
  IDEO approved dual credit courses:  
  http://www.doe.in.gov/improvement/accountability/f-accountability |
| 25. How is dual credit reported to IDEO? | For 2012-2013, public schools (traditional and charter) and state-accredited nonpublic schools (fully accredited and freeway) will submit dual credit as part of the Course Completion (DOE-CC) collection.  
For all other (non-state-accredited) nonpublic schools participating in the Choice Scholarship program, which do not participate in the DOE-CC collection, there will be a separate collection, the Nonpublic Student Dual Credit Completion (DOE-ND), to allow submission of dual credit earned by their students.  
Course descriptions for 2012-2013 can be found here:  
http://www.doe.in.gov/sites/default/files/ccr/2012-2013-high-school-state-approved-course-descriptions-6-20-12.pdf  
Advanced Placement (AP) and International Baccalaureate (IB) courses may not be submitted as dual credit. See question #12. |
## COLLEGE CORE TRANSFER LIBRARY (CTL)

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<td><strong>26. What is the college Core Transfer Library (CTL)?</strong></td>
<td>The Core Transfer Library (CTL) was developed in response to legislation passed in 2005 to enable students to transfer college credits. It is a list of courses that will transfer among all Indiana public college and university campuses, assuming adequate grades have been earned by the student. All Core Transfer Library courses will meet the general education free elective requirements of undergraduate degree programs, and a significant majority of CTL courses will also count as one-to-one equivalents to course taught on the Indiana public campus to which the student matriculates. 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 <a href="http://www.TransferIN.net/ctl">www.TransferIN.net/ctl</a>.</td>
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<td><strong>27. Toward what will courses in the CTL count?</strong></td>
<td>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-to-one equivalents to courses taught at the receiving campus. 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. 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. 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.</td>
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<td><strong>28. May students complete dual credit courses not listed on the college Core Transfer Library (CTL)?</strong></td>
<td>Yes, if approved by the high school and the accredited postsecondary institution. However, State Board changes to the Honors Diplomas requirements state that only those courses on the approved course lists will count toward the Honors Diploma (both Academic and Technical) starting with the class of 2016. IDOE approved dual credit courses: <a href="http://www.doe.in.gov/improvement/accountability/f-accountability">http://www.doe.in.gov/improvement/accountability/f-accountability</a></td>
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<td><strong>29. Can a student earn college credit from two higher education institutions for the same dual credit course?</strong></td>
<td>No. A high school may have several dual credit agreements with higher education institutions for the same course or for multiple courses; however a student may only earn college credit(s) from one institution of higher education for each course taken.</td>
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<td><strong>30. Are dual credit courses from private/independent colleges in Indiana on the college Core Transfer Library (CTL)?</strong></td>
<td>Yes. Courses offered for dual credit by the independent institutions have been reviewed with transfer course equivalencies identified. Find the latest information on these courses at <a href="http://www.TransferIN.net/dualcredit">www.TransferIN.net/dualcredit</a>. Many independent institutions will be included in the Indiana Commission for Higher Education's list of endorsed dual credit programs, known as the Preferred...</td>
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31. What is the Statewide Transfer and Articulation Committee (STAC)?

Originally created by the Indiana 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.

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

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:*

Postsecondary campuses shall take appropriate steps to ensure that dual credit courses are of identical quality and rigor, as the comparable course taught on the host institution's campus, 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\(^1\), professional, and career/technical disciplines shall be identical to course syllabi used in the same courses taught on the postsecondary campus, including class assignments, laboratory experiments, examinations; and textbooks shall be comparable;

- **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 based on criteria established by the postsecondary institution. The postsecondary campus shall approve the individuals who will teach the dual credit courses in the secondary school, but the school corporation shall be responsible for hiring and compensating this personnel if they are employees of the school corporation;

- **f)** Approved instructors of dual credit courses shall have credentials consistent with or better than those required to teach comparable courses on the postsecondary campus.

\(^1\) The term “liberal arts” includes English language and literature, foreign languages, history, the life sciences, mathematics, philosophy and religion, the physical sciences (such as chemistry, physics, and geology), psychology, the social sciences (such as economics, political science, and sociology), and the visual and performing arts.
with the credentials required for on-campus faculty or a development plan approved by the postsecondary institution to satisfy this requirement;

g) 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;

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

| 33. What is the National Alliance of Concurrent Enrollment Partnerships? | 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.

AND

What is the Indiana Dual Credit Accreditation Program? | 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.

34. What Indiana postsecondary institutions have been either accredited by NACEP or approved by the Indiana Dual Credit Accreditation Program? | Please visit: http://www.transferin.net/High-School-Students/Dual-Credit.aspx
For a complete list of institutions with their contact information.

35. Do colleges need to be compliant with either NACEP standards or The Indiana Commission for Higher Education’s Dual Credit Policy? | Yes. All postsecondary institutions and campuses offering dual credit courses in liberal arts, professional, or career-technical disciplines shall:

a. Maintain compliance with the Commission for Higher Education’s (CHE) dual credit policy
b. Demonstrate adherence to the standards advocated by the National Alliance of Concurrent Enrollment Partnerships to the satisfaction of CHE.
c. Demonstrate ongoing adherence to this policy and NACEP standards by submitting to CHE results from regular self-audits.
d. Be subject to state reviews conducted on a periodic (and as needed) basis by a standing subcommittee of CHE’s Statewide Transfer and Articulation Committee (STAC).

2010 CHE Dual Credit Policy: http://www.transferin.net/Libraries/Site_Documents/Dual_Credit_policies.sflb.ashx

36. What is the Preferred Provider List? | The Preferred Provider List was compiled and approved by the Commission for Higher Education (December, 2011) after review of dual credit programs statewide. The list includes all NACEP accredited institutions and all those institutions that have submitted materials and have been reviewed by the Indiana Dual Credit Accreditation Program. The programs reviewed are only those that offer dual credit to high school students in the high school setting taught by high school faculty. The Indiana Department of Education encourages high schools to choose from the Preferred Provider List when establishing a program in the high school. Schools may also choose to establish a program with an out-of-state
NACEP accredited provider. This ICHE endorsement and/or NACEP accreditation are a quality control assurance that high schools should consider when entering into partnership. The Preferred Provider List can be found on the Commission website and the TransferIN site starting in December, 2011. www.che.in.gov and www.transferin.net