

# Indiana Dual Credit

## Frequently Asked Questions

Indiana Department of Education &  
Commission for Higher Education  
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INDIANA COMMISSION *for*  
HIGHER EDUCATION

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## General Information

### 1. What is dual credit?

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 in the same course. Dual credit courses are taught by high school faculty, college faculty, 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. ([IC 21-43-1-2.5](#)) ([Back to top](#))

### 2. 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. The intent is to expand opportunities for students to take college-level coursework while in high school and to achieve postsecondary competencies. It also provides an opportunity to fulfill the Indiana Diploma with Academic Honors designation and Indiana Diploma with Technical Honors designation requirements using the dual credit options, and will help more students prepare for college and careers. ([IC 20-30-10-4](#)) ([Back to top](#))

### 3. Can a dual credit course replace a high school course?

Per [IC 20-30-10-5](#), dual credit or Advanced Placement courses may replace a high school course on the same subject matter with equal or greater rigor to the required high school course and may count as satisfying academic honors or another diploma requirement. A dual credit course must be authorized by an eligible institution (see [IC 21-43-1-3](#) for eligible institution and [IC 21-43-4-3.5](#) for allowable actions) that is a member of a national dual credit accreditation organization (NACEP), or the eligible institution must make assurances to the Indiana dual credit review process that the final assessment for the course given for dual credit under this section is substantially equivalent to the final assessment given in the college course in that subject.

### 4. What is the difference between 'post-secondary enrollment opportunities', 'dual credit', 'concurrent enrollment', and other similar terms?

Postsecondary Enrollment Opportunities include dual credit courses, concurrent enrollment courses, and early college programs ([IC 21-43-4-1.5](#)). Definitions for these terms were established in Indiana code; see [IC 21-43-1-2.5](#). ([Back to top](#))

### 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; therefore, it is a requirement that secondary and post-secondary schools

execute a formal Memorandum of Understanding (MOU) prior to offering dual credit coursework to high school students. Every college or university campus has an individual who is responsible for MOUs (often called dual credit arrangements). Dual credit agreements explain all aspects of the arrangement, including instructor requirements, how credits will be awarded, course specifications, the method by which the high school will receive verification that the student earned college credit, and the date by which the high school must receive such verification. For additional information, review [IC 21-43-4-3.5](#). ([Back to top](#))

## 6. What is an ‘Early College’ program?

“Early College” means an academic program consisting of a series of dual credit courses or concurrent enrollment courses, or both, which allow a high school student to earn both a high school diploma and one or more of the following:

1. an associate degree that has been approved by the Indiana Commission for Higher Education (ICHE);
2. a certificate or license associated with a Career and Technical pathway;
3. up to two years of academic credit toward a baccalaureate degree;
4. the Statewide Transfer General Education Core (STGEC).

For more information about Early College ([IC 21-43-1-2.7](#)) and the Early College Network, click [here](#). ([Back to top](#))

## 7. What is the Core Transfer Library (CTL)?

The [Core Transfer Library \(CTL\)](#) was developed in response to legislation passed in 2005 to enable students to transfer college credits from one college to another. Courses on the CTL generally will transfer among all Indiana public college and university campuses and six independent colleges and universities, assuming adequate grades have been earned by the student. 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 the course taught on the Indiana public campus to which the student matriculates. The CTL is maintained by the CTL subcommittee of the Statewide Transfer and Articulation Committee (STAC) with input from Indiana’s public and independent colleges and universities. ([Back to top](#))

## 8. What are Priority Liberal Arts and Priority Career & Technical Education (CTE) Dual Credit Courses?

The Priority Dual Credit courses for both Liberal Arts and Career and Technical Education (CTE) are designated on the [State Approved High School Course Titles Summary](#). Courses marked X (PCL/LA) in the Dual Credit column are in the subset of courses found in the Core Transfer Library (CTL) that have been approved by the Indiana Commission for Higher Education (ICHE) to be included on the Priority Dual Credit/Liberal Arts crosswalk. Courses marked X (PCL/CTE) are those CTE courses on the state approved Priority Course List/CTE and for which credit applies to undergraduate degree programs or certificates. If the high school has a formal agreement (MOU) with a college to award dual credit for these courses, students may earn both high school credits and transcribed college credits as specified in the dual credit agreement. Per Indiana legislation, the college can charge high school students no more than \$25 per college credit for Priority Liberal Arts and Career and Technical Education dual credit courses and the college receives funding as part of the ICHE’s Dual Credit biennium budget recommendation for offering courses at such a discounted rate. ([Back to top](#))

## 9. What are the Priority Liberal Arts and Career & Technical Education (CTE) Dual Credit Crosswalks?

In order to assist schools, parents, and students with opportunities to earn dual credit in liberal arts and Career and Technical Education (CTE) courses, IDOE and ICHE have created Priority Liberal Arts and CTE Dual Credit Crosswalks to be used as an advising tool. **The crosswalks are intended to assist school personnel as they provide guidance to students regarding coursework, graduation and postsecondary planning.**

The Dual Credit crosswalks provide schools with the designated IDOE courses that directly correlate to the post-secondary institution, courses and the maximum number of post-secondary credits that can be earned for each course through the formal dual credit agreement. The crosswalks are **not an exclusive list** of all dual credit courses schools may offer to their students.

The Priority Liberal Arts dual credit crosswalk includes those courses that have been approved through the ICHE and Statewide Transfer and Articulation Committee (STAC). The Priority CTE dual credit crosswalk includes courses that are part of a state approved college and career pathway. **If a high school has a formal agreement with a college to award dual credit for these courses**, students may earn both high school credits and transcribed college credits as specified in the dual credit agreement. Per Indiana legislation, the college can charge high school students no more than \$25 per college credit for Priority Liberal Arts and CTE Dual Credit courses taught by a high school instructor and the college receives funding as part of ICHE's Dual Credit biennium budget recommendation. To access the crosswalks, please visit: <http://www.doe.in.gov/ccr/dual-credit>

## 10. Toward what post-secondary degree requirements will courses on the Core Transfer Library (CTL) count?

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 generally count as one-to-one equivalents to courses taught at the receiving campus. Many 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 could take any course listed in the CTL under *American History I*, from any CTL member campus, and that course could 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 could expect that the *American History I* course they have taken at their current campus would apply in the same way as the *American History I* course at their new campus. The requirements for many associate's 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 would satisfy these requirements, up to the credit hour limit set for the particular degree program, with the degree-granting college's approval.

For example, a student enrolled in a bachelor's degree program requiring nine semester hours of electives might select any three, three-credit courses listed in the CTL, from any public campus, to meet this requirement. ([Back to top](#))

## 11. Are dual credit courses from private/independent colleges in Indiana (ICI) in the Core Transfer Library (CTL)?

Courses offered for dual credit by **some** independent institutions have been reviewed, with transfer course equivalencies identified in the CTL. Independent institutions will be included in the ICHE's list of endorsed dual credit programs, known as the Preferred Provider List (pg. 16). Please note the independent colleges do not receive ICHE funding for their dual credit agreements and are not limited to what they can charge for dual credit courses. To find out more about which ICI courses may transfer, please contact the independent institution. Find the latest information on these courses and dual credit programs at [TransferIN.net](http://TransferIN.net).

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## 12. What is the Preferred Provider List?

The Preferred Provider List (pg. 16) for high school delivery was first compiled and approved by ICHE in 2011, after review of statewide dual credit programs and is updated on an annual basis. The list includes all National Alliance of Concurrent Enrollment Partnerships (NACEP) accredited institutions and those reviewed, using NACEP-like standards, 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 (IDOE) encourages high schools to choose from the Preferred Provider List when establishing a program in the high school.

Regionally accredited (Higher Learning Commission (HLC)) postsecondary institutions offering dual credit courses on their campus or using college faculty in the high school setting are also approved providers. Note that only those institutions marked as 'Accredited' on the directory are HLC accredited.

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## 13. What is the Statewide Transfer and Articulation Committee (STAC)?

Originally created by the ICHE 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 postsecondary institution, appointed by the institution's president; it also includes representation from the Independent Colleges of Indiana and three specific independent institutions. STAC's meetings are the forum for discussing all matters related to the transfer of credit, such as state and institutional policies and practices; and technological applications, including the [TransferIN.net](http://TransferIN.net) website and related infrastructure, as well as electronic transcripts. [\(Back to top\)](#)

## High School Student Information

### 14. Must high school students be a certain age or grade level to earn dual credits?

Legislation that passed in 2011 eliminated the grade level requirements for dual credit. [IC 21-43-4-6](#) requires corporations to notify students in grades 8 and above about postsecondary enrollment opportunities available to them, if the information is requested by the student or the corporation believes that providing the information would benefit the student. A postsecondary institution may establish policies that require a minimum level of preparation and/or other entry requirements for their courses. [\(Back to top\)](#)

## 15. Is there a limit to how many dual credits a student may earn?

There is no state-imposed limit on dual credits; however, individual high schools or institutions of higher education may establish their own policies in this regard. Additionally, students taking a dual credit course in the high school setting must achieve at least the equivalent of a 2.0 on a 4.0 unweighted grading scale, as established by the eligible institution, in order for the student to enroll in subsequent related dual credit course work in the same subject area. IC 21-42-4-15 ([Back to top](#))

## 16. 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 student should receive two credits. ([Back to top](#))

## 17. 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. Colleges may look favorably upon dual credits when considering students for admission or for advanced academic standing. ([Back to top](#))

## 18. What financial support is available for students from lower income families who want to complete dual credit courses in a high school setting?

Public dual credit college tuition is waived by the college for students who qualify for the Free and/or Reduced Lunch program and who are approved for dual credit courses. In order for tuition to be waived, courses must be designated as Priority Liberal Arts or Priority CTE on the State Approved Course Titles Summary document and taught in a high school setting. Additionally, an agreement must be entered into by the School Corporation and public postsecondary institution.

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 courses, and set the cost charged to students by public colleges and universities. This cost has been set at \$25/credit hour maximum for courses that appear on the Priority Course List for Liberal Arts/LA or Priority Course List for Career and Technical Education/CTE. ([Back to top](#))

## 19. May a student with an Individualized Education Plan (IEP) take dual credit courses?

Yes. The curriculum and summative assessments in dual credit courses are dictated by the higher education institution. Teaching methodology, instruction, formative assessments, homework, and the like are decided upon and implemented by the high school teacher – who must be approved by the postsecondary institution in order to teach the college level course. A secondary school must seek approval of allowable classroom and placement testing accommodations at the postsecondary institution and be prepared to reflect any differences between high school accommodations and dual credit course accommodations in the IEPs or 504 plans of individual students.

Secondary schools need to provide special education services that are compliant with the Individuals with Disabilities Education Act (IDEA) and Subpart D of Section 504, while postsecondary institutions need to comply with the Americans with Disabilities Act (ADA). Postsecondary institutions that receive federal funding are also required to comply with Subpart E of Section 504. At the postsecondary level, both the ADA and Subpart E of Section 504 prohibit discrimination on the basis of disability.

Awarding college credit is at the discretion of the postsecondary institution; any academic accommodations provided in dual credit courses must ensure that the academic standards of the institution are met in order for the student to receive college credit for those courses.

For more information on students with disabilities and preparation for postsecondary education, visit: [USED Office for Civil Rights](#). ([Back to top](#))

## 20. What is the relationship between dual credit and the Indiana Diploma with Core 40 with Academic Honors designation or the Core 40 with Technical Honors designation?

Students wishing to earn either the Indiana diploma with academic and/or technical honors designation may use dual credit as one of several options to complete the requirements. Dual credit courses that may be used for a diploma with academic or technical honors designation are indicated on the [State Approved High School Course Titles Summary](#), published on the IDOE's Course Titles and Descriptions web page. Any course on that list marked with an 'X' in the Dual Credit column has been approved to count for dual credit reporting for A-F Accountability and for BOTH diplomas with academic and technical honors designations if the student is enrolled in a college course and earns transcribed college credits. To meet the dual credit option for the Indiana Diploma with Technical Honors designation, "pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits" would need to be in a state approved college and career pathway. For the most current information on diploma requirements, visit: [IDOE Indiana's Diploma Requirements](#). ([Back to top](#))



## 21. What courses may be used to meet dual credit options for the Indiana Diploma with Academic or Technical Honors designation?

Any course marked with an 'X' in the dual credit column on the State Approved High school Course Titles Summary document may be used to meet the dual credit options for either diploma with honors designation if the student is enrolled in a college course and earns transcribed college credits.

## 22. Can the dual credit used to fulfill options B or C for the Indiana Diploma with Academic Honors designation ([summarized here](#)) also be used to meet the requirement for the Indiana Diploma with Technical Honors designation to “earn 6 credits in the college and career preparation courses in a state-approved College and Career Pathway and one of the following: 1. Pathway designated industry-based certification or credential, or 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits’?

This depends on which options the student is using to fulfill both the Indiana Diploma with Academic honors designation and Technical Honors designation.

In scenario A, the student would need to earn 12 transcribed college credits.

- A. Student uses “2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits” to fulfill this portion of the Technical Honors; and
- B. Student opts to use option “A. Any one of the options (A-F) of the Core 40 with Academic Honors”, using option B under the Academic Honors to “earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list”.

In scenario B, the student would need to earn 6 transcribed college credits.

- A. Student uses option 1 “Pathway designated industry-based certification or credential” to fulfill this portion of the Technical Honors; and
- B. Option A, “Any one of the options (A-F) of the Core 40 with Academic Honors”, using B under the Academic Honors to “earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list”.

## 23. What are “transcribed college credits” as referred to in the requirements for an Indiana Diploma with Honors designation?

“Transcribed” means that the postsecondary institution must provide a student transcript showing the college credits that have been earned. Secondary schools should work to ensure that their agreement with the postsecondary institutions includes the provision of student transcripts for those dual credit courses offered in the high school.

While the high school transcript will include the course information, if wishing to use the college credit toward college admission, for example, a student will need to request and send an official transcript from the postsecondary institution where the dual credit was earned, indicating receipt of college credit. Confirmation of earned college credit is also needed for the high school to verify this as dual credit for accountability and honors designation purposes. [Back to top](#)

## 24. Will **any** dual credit course count toward completing one of the dual credit options of the Indiana Diploma with Academic Honors and Technical Honors designations?

No. As of 2011, the Indiana State Board of Education narrowed the scope of courses that fulfill the dual credit options of the Indiana Diploma with Academic and Technical Honors designations. Beginning

with the Class of 2016, these courses are only those designated with an X in the dual credit column on the [State Approved High School Course Titles Summary](#). College credit awarded upon matriculation to a specific institution is a demonstration of proficiency in the content area and does not meet the ICHE's definition of a dual credit course. Therefore, these courses are not included in those allowed for the Indiana Diploma with Honors designations. ([Back to top](#))

## 25. What is credit upon matriculation?

College credit awarded upon matriculation to a specific institution is a demonstration of proficiency in the content area. College credit awarded upon matriculation is not immediately awarded, but rather is awarded when the student is enrolled in the postsecondary institution. These credits are specific to that institution and most generally are not transferable.

## 26. Do credits upon matriculation count for the Indiana Diploma with Academic Honors designation?

No. Only dual credit college courses indicated as approved dual credit on the [State Approved High School Course Titles Summary](#), that result in verifiable college credits that are awarded (immediately) upon completion of the course and transcribed by the college may count toward the dual credit options for the Indiana Diplomas with Academic and Technical Honors designations. ([Back to top](#))

## 27. May students complete dual credit courses **not** listed on the college Core Transfer Library (CTL)?

Yes, if they are approved by the high school and the regionally accredited Higher Learning Commission (HLC) postsecondary institution. However, State Board of Education policy for the Indiana Diploma with Academic and Technical Honors designations requirements state that only courses designated with an X in the dual credit column on the current [State Approved High School Course Titles Summary](#) will count toward the Indiana Diploma with Honors designations (both Academic and Technical). ([Back to top](#))

## Secondary/Post-Secondary Requirements

## 28. Does dual credit factor into the school accountability grade?

Yes. The multiple measures domain consists of a college and career readiness indicator and a graduation indicator. At this time, the college and career readiness indicator is the product of the college and career readiness (CCR) achievement rate and the state college and career readiness goal factor. The CCR achievement rate is determined based on the percentage of students who accomplish any of the following:

1. Pass an Advanced Placement (AP) exam with a score of 3, 4, or 5

2. Pass an International Baccalaureate (IB) exam with a score of 4, 5, 6, or 7
3. Earn at least 3 dual credit hours from an approved IDOE course
4. Earn an approved industry certification from the Dept. of Workforce Development

Mathematically, this is expressed as (using unduplicated counts):

$$\frac{\# \text{ Passed AP Exam} + \# \text{ Passed IB Exam} + \# \text{ Dual College Credits} + \# \text{ Industry Certification}}{\text{Total \# Cohort Graduates}} * \text{ CCR Goal Factor}$$

It is also important to note that, for A-F purposes, IDOE only looks at students in the cohort who graduate in 4 years or less. Additionally, a school must have at least 10 students in the cohort to receive a CCR score. ([Back to top](#))

## 29. My school corporation is on the state border. Can out-of-state colleges and universities offer dual credit in my high school?

Yes. High schools can enter into dual credit agreements with any regionally accredited postsecondary institution. However, those dual credits that are not part of the [Core Transfer Library](#) do not meet the requirements of the law and cannot be guaranteed to transfer between Indiana colleges and universities. Out-of-state institutions are also not required to waive tuition for Indiana students who participate in the Free and/or Reduced Lunch program, nor the reduced rate for Priority Liberal Arts and CTE courses as designated on the State Approved Course Title Summary. ([Back to top](#))

## 30. Can a student earn college credit from two higher education institutions for the same dual credit course?

No. A high school may have several dual credit agreements with higher education institutions for the same course or multiple courses; however, students must enroll in the institution in order to earn the dual credit and may only earn college credit(s) from one higher education institution for each course they have enrolled in at the beginning of the year/semester. In other words, students may not take the same course at different institutions in order to earn dual credit. ([Back to top](#))

## 31. Are AP, Cambridge International, or IB courses considered dual credit courses?

No. Advanced Placement (AP) refers to the courses and corresponding exams offered in high school by the [College Board](#). While AP courses are rigorous, they do not fit into the ICHE's definition of dual credit, as AP courses are not offered by a college and do not automatically result in college credit. The same is true for International Baccalaureate (IB). For more information about IB programs in Indiana, click [here](#) or [here](#) for information regarding Cambridge International.

Students who earn a score of 3 or higher on an AP exam shall receive college credit toward their degree upon matriculation at all Indiana public institutions of higher education; this includes all two-year and four-year schools. Indiana public postsecondary institutions may require a score higher than 3 to award credit for a course that is part of a student's major, but the student must still receive credit that counts toward his/her overall degree requirements. Indiana public postsecondary institutions have determined how each AP course and exam score will distribute within and outside of major fields. Information is available on the TransferIN website: <https://transferin.net/earned-credits/ways-to-earn-credit/>. ([Back to top](#))

### 32. Can an AP course and a dual credit course with the same content and course title be taught simultaneously in the same section?

Because an AP course - if taught strictly using the high school AP curriculum - is not entitled to dual credit, the IDOE position is that if agreements are made to offer a dual credit/AP hybrid course in a high school (that is, some students take the course for AP credit and some in the same section take it for dual credit), both the public postsecondary institution and the high school have a responsibility to make sure that the students are advised about the potential outcomes related to obtaining either college credit for their AP exam score or dual credit, and whether these credits will be equivalent.

If dual credit and AP credit are taught in the same section, students can potentially earn both AP and college credit if meeting the requirements for both. For example, the student could have both an AP and dual credit course included on the high school transcript but could only use one or the other towards meeting honors designation criteria, i.e. it cannot be used to meet two, separate options. It can only count as one or the other. If taking the course for dual credit, the student would need to meet requirements set forth in the MOU between the high school and college, which includes being enrolled in the college course. ([Back to top](#))

### 33. How is credit awarded after completion of dual credit and AP/IB courses?

Dual credit is awarded upon successful completion of the dual credit course and immediately appears on students' postsecondary transcript. Credit for AP/IB exam scores may be awarded at some postsecondary institutions after students are admitted. It is recommended that students check with the admissions office at their college of choice regarding their policy. ([Back to top](#))

### 34. What conditions must be met for dual credit courses to be taught on high school campuses?

Per [ICHE policy](#), the conditions that must be met for dual credit courses taught on high school campuses include the following:

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**.

2. The Higher Learning Commission (HLC) recently revised [credentialing guidelines](#). Indiana filed an extension with HLC and as a result, these teacher qualifications are effective September 2022. High school faculty teaching dual credit courses must meet the standards required by the postsecondary institution in keeping with accreditation standards they must follow. Additionally, high school faculty must meet teacher licensing requirements as approved by the Indiana State Board of Education. ([Back to top](#))

## 35. How is dual credit reported to the IDOE?

Public schools (traditional and charter) and state-accredited nonpublic schools (fully accredited and freeway) and nonpublic high schools participating in the Choice Scholarship program will submit dual credit data as part of the Course Completion (IDOE-CC) collection and the Dual Credit Completion (DOE-DT) report. DOE-DT data is collected over the summer to gather information on the number and type of courses for which students obtained dual credit that were not reported during the DOE-CC collection submission. Dual credit should be reported for students who obtain both high school credit and transcribed credit from a college or university.

For all other (non-state-accredited) nonpublic schools participating in the CHOICE Scholarship program that do not participate in the DOE-CC collection there is a separate collection, the Nonpublic Student Dual Credit Completion (DOE-ND), to allow for submission of dual credits earned by their students. Updated course titles can be found [here](#).

### **How is a college-level course taken on the university campus or online reported to the state?**

The high school would have two ways to report this information.

- 1) Report on the Certified Position (CP), Course Completion (CC), and DT (dual credit completion) reports.
  - a) CP report guidance: “Students take courses at a university and either receive dual credit or just high school credit. Reporting Result: If a student is receiving high credit for a course taught at a university by a college professor, there will need to be a Teacher of Record at the high school that approves the grade and credit earned. Report the Teacher of Record on the CP report with the appropriate Subject Code (field 4) and Class ID (field 5). You will also need to report the students for these courses on the CC.”
  - b) Field 8 on the CP would be reported as code 3 (course is taught online). This report may be updated in the future to reflect courses taken at a postsecondary institution.
  - c) If reporting the course on the CP and CC, the high school may just need to have an internal process so the supervising teacher isn’t tied in any way to the student’s performance in a course they didn’t teach.
- 2) Report on the Dual Credit Completion (DT) report ONLY and not on the CC and CP reports. The DT report doesn’t require any teacher reporting so in this scenario the course wouldn’t be tied to a high school teacher.

As a reminder: Advanced Placement (AP), Cambridge International, and International Baccalaureate (IB) courses may not be submitted as dual credit. ([See question 31](#)) ([Back to top](#))

## 36. How should dual credits be listed on a high school transcript?

Dual credit courses must be titled in one of the following ways on the high school transcript:

1. 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 – HIST 139 from Vincennes University – may appear on the high school transcript as “US History/ HIST 139 VU.” In these instances, the state-approved high school course title should be listed first, followed by the college course number, title, and the eligible institution where the credits were earned. Refer to the Liberal Arts and CTE [Crosswalks](#) for priority high school and postsecondary course alignment. Note that the student’s high school transcript must reflect that the secondary credits were earned at an eligible institution. The institution name may be listed in the notes field as there may not be sufficient space within the course title field. Additionally, the state approved course number must also be used.

2. If the course is taught on the college campus or through the college campus (online or by a visiting faculty member), there may be no aligned, corresponding high school course. In this situation, approved course titles by content area would read “Advanced\_\_\_\_\_, College Credit/College Course Title (Institution Name). For example, Advanced Business, College Credit/ACC 202 (BSU). Additional Advanced College Credit course titles can be found in the [State Approved Course Titles and Descriptions](#).

- These Advanced course titles are not typically used for dual credit courses taught in a high school class by high school faculty, unless otherwise indicated on the Priority Liberal Arts [Crosswalk](#). For courses that don’t meet the specified criteria, please contact the appropriate DOE content specialist.
- For more information regarding specific Advanced coursework questions, contact the IDOE for further clarification and guidance.
- Course titles may be abbreviated (e.g., Adv. Comp), but must be used in conjunction with the college course title, number, and institution (e.g., Adv. Soc Studies CC/HST 101, Institution). Note that the maximum size for the ‘State Course Name/Title electronic transcript data field is 60. If needed, the notes field may be used.
- 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.

As a result of legislation that passed in 2013, on July 1, 2015, it became a requirement for all public secondary schools to use the common electronic transcript, which includes a dual course designation under ‘Enrollment Type.’

### 37. Are post-secondary institutions required to transcript dual credit coursework?

Yes. According to the [Indiana Commission on Higher Education’s Policy on Dual Credit Opportunities in Indiana \(2010\)](#), postsecondary institutions are required to generate transcripts for students who enroll in dual credit courses. These transcribed courses and grades will be part of the student’s academic record and potentially impact their postsecondary grade point average (GPA) and financial aid eligibility.

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### 38. Who can teach dual credit courses?

High school faculty teaching a course for dual credit must meet the credential requirements of the Indiana State Board of Education and of the higher education institution offering concurrent enrollment. The secondary school and the academic unit of the institution shall work together to identify instructors for both liberal arts and Career and Technical Education dual credit courses, whose final approval rests With the academic unit at the institution and who shall have credentials consistent with credentials required of on-campus faculty. High school teachers who are teaching dual credit courses must meet by 2022, the recently revised [credentialing guidelines](#), as set forth by the Higher Learning Commission (HLC).

For more information on teacher credentialing and the recent guideline requirements issued by the Higher Learning Commission, please visit the following link: [Teacher Credentialing Memo](#) ([Back to top](#))

## Secondary/Post-Secondary Partnerships

### 39. The new rules for the Honors Diplomas call for “verifiable” dual credit courses. What does “verifiable” mean in this context?

High schools must be able to verify that a student has earned college credit for the course taken. This means that the postsecondary institution and the high school include a provision to share information about transcribed credits in their dual credit agreement/MOU. This may result in a copy of the student’s college transcript that is shared with the high school, or a list of students who have earned college credits for a given semester. The high school must have some form of verification from the postsecondary institution for the course(s) in which the student was enrolled and earned college credit.

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### 40. What is the National Alliance of Concurrent Enrollment Partnerships (NACEP), 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.

The Indiana Dual Credit Accreditation Program was developed by the Indiana Dual Credit Review Subcommittee of the Statewide Transfer and Articulation Committee (STAC) in 2010. Reviews are conducted on Indiana, non-NACEP accredited, colleges and universities that have dual credit programs which are taught in the high school setting by high school teachers during the high school day. Reviews involve standards developed around student experiences, the quality of curriculum, faculty preparation, class assessment measures, and student evaluation of the program. The Review teams are comprised of representatives from public and private institutions, ICHE, IDOE, STAC and the Center for Excellence in Leadership and Learning (CELL) at the University of Indianapolis. ([Back to top](#))

## 41. Do post-secondary institutions need to be compliant with either NACEP or ICHE's dual credit policy?

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

- Maintain compliance with the [ICHE's Dual Credit Policy](#);
- Demonstrate adherence to the standards advocated by [NACEP](#) to the satisfaction of ICHE;
- Demonstrate ongoing adherence to this policy and NACEP standards by submitting results from regular self-audits to the ICHE; and
- Be subject to state reviews conducted on a periodic and as needed basis by a standing subcommittee on ICHE's STAC.

Indiana colleges and universities ensure that dual credit coursework in high schools is college level by complying with the principles set out in the ICHE dual credit policy document. View a copy of the ICHE's Policy on Dual Credit Opportunities in Indiana [here](#). ([Back to top](#))

### **Preferred Provider List for High School Delivery**

The Universities/Colleges on this list offer dual credit courses in the **high school**. These classes are taught **by high school teachers** to **high school students** throughout the **regular high school day**. These Universities/College dual credit programs have received accreditation through the National Alliance of Concurrent Enrollment Programs (NACEP) or through the Indiana Dual Credit Accreditation Program.

#### **Public Universities:**

Ball State University  
Indiana State University  
Indiana University-Bloomington-ACP

- Indiana University-East
- Indiana University-Kokomo
- Indiana University-Northwest
- Indiana University-South Bend
- Indiana University-Southeast

Ivy Tech Community College (System)  
Purdue Fort Wayne  
Purdue Northwest University  
University of Southern Indiana  
Vincennes University

#### **Independent Universities/Colleges:**

Trine University



## **Dual Credit Post-Secondary Contact Information**

### **Ball State University**

Dr. James Hendrix  
(765) 285-6783  
[jchendrix@bsu.edu](mailto:jchendrix@bsu.edu)

### **Vincennes University**

Ms. Heather Moffat  
(812) 888-4120  
[hmoftat@vinu.edu](mailto:hmoftat@vinu.edu)

### **Indiana State University**

Ms. Jill Blunk  
(812) 237-2670  
[Jill.blunk@indstate.edu](mailto:Jill.blunk@indstate.edu)

### **Indiana University-Bloomington**

(also IUE, IUK, IUS & IUB)  
Ms. Becky Carter  
(812) 855-4160  
[reacarte@indiana.edu](mailto:reacarte@indiana.edu)

### **Ivy Tech Community College**

Dr. John Newby  
(317) 921-4422  
[jnewby5@ivytech.edu](mailto:jnewby5@ivytech.edu)

### **Purdue Fort Wayne**

Ms. Ann Brown  
(260) 481-5478  
[browna@ipfw.edu](mailto:browna@ipfw.edu)

### **Purdue Northwest-Calumet & North Central**

Dr. Ann Gregory  
(219) 989-2433  
[annegregory@pnw.edu](mailto:annegregory@pnw.edu)

### **Trine University**

Ms. Andrea DeLancey  
(260) 665-4648  
[delanceya@trine.edu](mailto:delanceya@trine.edu)

### **University of Southern Indiana**

Ms. Jaclyn Dumond  
(812) 465-1241  
[iddumond@usi.edu](mailto:iddumond@usi.edu)