

Co-Delivering Dual Credit Courses

While offering dual credit courses in separate and distinct classrooms is considered a best practice for transparency and clarity, it is recognized that limitations occur that may necessitate clustering two or more types of courses into one classroom. Multiple courses can be delivered simultaneously, in the same classroom, by one teacher. To ensure quality and correct documentation, below are guidelines and details to assist high schools.

Guidelines:

- Each course must have a distinct course title on the student schedule and in the master schedule, a distinct course code and course designation on the high school transcript, and must meet the unique requirements of that course.
- A student must choose to enroll in only one course, not multiple courses if offered at the same time, and this course and appropriate designation code is indicated on each student's high school transcript.
- It is the responsibility of the high school or district, in the case of College in the High School, to confirm each student's enrollment status with the higher education institution and update the student's enrollment on the high school transcript as appropriate.

FAQs:

What if a student enrolls in a College in the High School (CHS) course, and plans to take the Advanced Placement (AP) exam at the conclusion of the course?

There would be no impact on the student's high school transcript, which shows enrollment in the College in the High School (CHS) course. It does not matter whether or not the student intends to, or does, also take the AP exam. For enrollment purposes, if a student enrolls for college credit in the CHS course, the student's transcript shows the CHS course title and designation code. The student would still have the option to take the AP exam as well. A student may take an AP exam without taking or completing an AP course. It is worth noting that any student can take any AP exam, regardless of their coursework. However, taking the AP exam alone will not result in an AP course appearing on the high school transcript; the student would need to be officially enrolled in the AP course.

What if a student enrolls in an AP course but does not take the AP exam at the conclusion of the course?

There would be no impact on the student's high school transcript. The student's enrollment in the AP course is not impacted by the student's decision to not take the corresponding AP exam. However, colleges and universities award credit for AP based on the exam scores, not on course completion. If a student is taking an AP course with the aspiration of potentially receiving college credit, the student should also take the AP exam.

What if a student enrolls in a CHS course, but does not pay the college fee?

Only students who officially register with the sponsoring college or university for the CHS course should have the CHS course and course designation. This registration process includes fees typically paid by the student/family, but may also be paid by the school or district or through the state funded CHS subsidies. If the student enrolls in the CHS course in the high school but does not register for college credit with the college or university by that CHS program's deadlines, the student's enrollment in the high school must be changed from the CHS course to the AP or high school course. It is up to the high school to confirm and update these courses and designation codes appropriately.

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What are the requirements for offering an AP course?

Only approved high schools may offer AP courses. AP teachers must submit course syllabi to The College Board for approval prior to using the AP trademark. AP courses cannot also be International Baccalaureate (IB) courses or Running Start courses. Only courses with a finalized Course Audit form and an approved syllabus are authorized to display “AP” in course titles and to indicate an AP designation in the Course Designation Code (A). In addition, all AP course titles must include the official College Board AP course title or abbreviation.

What are the requirements for offering a CHS course?

The CHS course and instructor must meet the requirements of the sponsoring college or university, as well as the soon to be finalized CHS rules which will be found in WAC chapter 392.725. Course titles must be distinct (e.g. can’t be “AP English/English 101”) with CHS course title replicating college course title.

If a teacher is teaching an AP course, can that teacher automatically also offer the course as a CHS course?

No. There are specific rules and processes for CHS programs, which include teacher application and approval, training, curriculum oversight by faculty, and course evaluation. In some cases, a teacher teaching an AP course may be denied teaching a CHS course. Note that teacher qualifications are not a factor for course approval through AP, but are the first consideration through CHS.

Are there cases in which an AP course does not align with a CHS course?

Absolutely. For example, a chemistry course offered through CHS might be a very different course from and at a different level than AP Chemistry; offering these courses simultaneously would be inappropriate. The high school should coordinate and confirm any course alignments with the CHS programs at the college or university.

Who determines if credit is accepted at the college the student ultimately attends after high school graduation?

The awarding of credit for exams (AP, IB, Cambridge) or for transfer of transcribed college credit (CHS, Running Start) and for Tech Prep credits is determined by the student’s higher education institution. A given college may or may not accept dual credit. Students are encouraged to review credit policies at their prospective higher education institution. If a student ultimately attends the institution through which they earned college credit in CHS or Running Start, that college credit is already on the student’s college transcript and counts towards all applicable graduation and degree requirements. Credit amount for AP, IB, and Cambridge Exams can be located on the WSAC Dual Credit Look Up Tool.

What about tech prep and CHS courses?

The Tech Prep program serves students in grades 9-12 and is offered through an articulation agreement between high school and college programs. All Tech Prep dual credit courses must be taken on a high school campus, taught by Career and Technical Education (CTE) instructors, and identified as CTE courses. CTE courses must have an approved high school CIP Framework code (V code), and meet all other requirements for CTE designation and enhanced funding. If all requirements are met for both CTE and CHS, courses may be co-delivered in one classroom. CTE courses may be offered as CHS or TP, but not both.

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What are the appropriate course designator codes to use for each type of dual credit course?

High School Transcript Course Designators are below;

- RS, CHS, AP, CTE AP, IB, Cambridge, Tech Prep, Honors

***** COURSE DESIGNATION KEY *****

A = Advanced Placement	I = Intl Baccalaureate	Q = Quantitative	Z Non-Instructional
B = CADR	K = Cambridge Program	R = Running Start	
C = College in the HS	L = Local Comp Test	S = Science Lab	
H = Honors Option	N = National Comp Test	T = Tech Prep	

Transcript User Guide and FAQ documents have been updated (2.2016) <http://www.k12.wa.us/transcripts/>