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**June 2018**

***Question:***

I wanted to see how other schools indicated that a dual credit was EARNED on a transcript. Currently, we have the title of the class showing if it is through a certain college (example- Ivy Tech, Indiana University, etc.), and right now, after we received who earned dual credit, we mark an (\*) next to the class to indicate it was earned. I am wondering if this is a waste of time. I know that colleges will not accept dual credits regardless unless they receive the college transcript from the college it was received from. For our purposes, I am thinking that the title of the class shows colleges that dual credits are taken. But do we really need to show that they are earned?

***Responses:***

Yes, we are required to document them on the transcript.  That’s my understanding.

Even if you title the course Dual Credit English 11, not all students in the class qualify so it would be misleading to colleges.  Yes, the student was in the class, but the student didn’t earn the credit.

Also, say that a student does dual credit through Ivy Tech.  They report grades without plus/minus.  But our school reports the plus and minus on grades.

We list it as a separate school on the transcript.  I’m not saying this is the best way to do it.

You’re still right about them needing the college transcript, though.

We don’t do anything special.

We put a "cc" next to the class to show dual credit.  From my perspective working in a school that receives students from other schools, it is important in case the student transfers to another school.  We need to know if they've earned dual credit.  Also, it's going to be especially important once the grad pathways are approved.

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Sara,

We have separate courses with separate course codes that align with the state course codes.  For some classes, we load everyone into the dual credit course and then remove them if they do not earn it.  With Ivy Tech, we may not know until the end of they earn it or not.  For some classes, we just move them into the course after we have official word that they have earned it.  This way the e-transcripts, our transcripts, and state reports are accurate.  It just makes state reports easier because we can pull all of the information from PowerSchool.  It does make it a pain for us to be checking list and moving kids, pain for the teacher because they have extra sections in their gradebook, but makes state reporting so much easier.

We just show they have taken it, not whether it was earned.  But all of our students earn it unless they get lower than a C since we drop them out of it.

Power School has a place to record the name of the college course, the course #, and the institution. If you use Power School, I will go into more detail on how to indicate it.

The document below lists what is required on the transcript.

<https://www.doe.in.gov/sites/default/files/student-assistance/transcripts-req-and-guidance-november-2016-final.pdf>

Hope this helps.

We mark it on the transcript for our need to track for honors diploma.

Since it is dual credit we list it on our transcript as 1 credit, but we list it under the university that provided the credit.  We also give an extra point for the earned grade in our gpa calculation.

We do not do anything at all.