

Make Every Credit Count!



**Kentucky Community & Technical College System
Dual Credit Operating Procedures
2019-2020**

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OVERVIEW

Secondary students should have affordable access to dual credit opportunities throughout the Commonwealth of Kentucky. As such, we at the Kentucky Community and Technical College System (KCTCS) believe:

- Dual credit courses provide highly relevant and academically sound courses for secondary students, especially in areas of high-skill, high-wage, and high-demand programs.
- Dual credit programs add value to the high-school experience by enhancing the college and career readiness of secondary students.
- Dual credit programs increase student matriculation from secondary school to college.
- Dual credit programs reduce the time and cost to attain a postsecondary credential.
- Dual credit programs increase completion rates and decrease remediation rates for secondary and postsecondary students.

The state [Dual Credit Policy](#) is available at the Kentucky Council on Postsecondary Education's website. The information in this manual provides additional information to assist colleges with the implementation and day-to-day management of dual credit and the dual credit scholarships.

SACSCOC

All Commission *Principles* and policies apply without exception to dual enrollment students, programs, and instructional sites. Colleges should be familiar with the [SACSCOC dual enrollment policy statement](#), which was approved in June 2018 and updated December 2018. The policy statement is available on the Chancellor's Office Communicate Site in the Dual Credit Resources Folder.

KCTCS has created an [info sheet](#) for high schools outlining some of the more common SACSCOC dual credit policies in an effort to help them understand what colleges have to adhere to and what their responsibilities are.

ACADEMIC POLICIES

All KCTCS academic policies apply to dual credit courses taught at the high school campus, including:

- Enrollment;
- Add/drop deadlines;
- Withdrawing from college courses; and
- Submission of grades.

STATE & LOCAL AGREEMENTS

KCTCS and the Kentucky Department of Education (KDE) sign a statewide Memorandum of Understanding each year that addresses the general policy for dual credit and the dual credit scholarships to ensure that colleges and high schools adhere to the statutes. A copy of the MOU is available on the Chancellor's Communication site in the Dual Credit Resource Folder.

KCTCS also provides a template for a Memorandum of Agreement (MOA) between each college and local school districts to serve as an addendum to the statewide MOU. Colleges can add additional information to the information provided if it does not contradict any of the information in the state MOU. The MOAs are due to the Director of Career Pathways by March 1 for the upcoming academic school year.

Colleges with Early/Middle college programs may have additional agreements in place between the Local School District and the College.

STUDENT ELIGIBILITY

State Policy

- Be a student in a participating secondary school. Exceptions may be considered for other students if recommended by the school faculty and approved by the Chief Academic Officer at the participating postsecondary institution. Postsecondary institutions, at their discretion, may also provide dual credit to eligible students in private secondary schools and home school settings.
- Meet the postsecondary institution's dual credit requirements for admission.
- Be admitted to the participating postsecondary institution as a dual credit student.
- Meet the postsecondary requirements for each program's placement into college credit-bearing courses or courses in programs of study that align to a career pathway.
- Complete the postsecondary institution's application for admission and a dual credit form.

KCTCS requirements

To enroll and obtain college credit in a dual credit course at KCTCS, a student must:

- Complete the postsecondary institution's application for admission.
- Meet the KCTCS Assessment & Placement Policy for dual credit high school students (4.13 Appendix I) Available at: <https://publicsearch.kctcs.edu/policies/Admin%20Policies/4-13.pdf#search=assessment%20and%20placement>
- Be admitted to the participating postsecondary institution as a dual credit student.
- Enroll in one or more eligible dual credit course/s.

Dual Enrollment

Students who want to take a course that is not eligible for or offered for dual credit may do so as a dually enrolled student. For these courses, students must adhere to the admission requirements required of non-degree/non-credential student. Tuition for a dual enrollment course is the standard KCTCS tuition.

ADMISSION REQUIREMENTS

High school students must meet postsecondary admissions requirements. All students must be admitted to and enrolled or accepted for enrollment at the College and complete the college's dual credit application. Dual Credit students are classified as non-degree seeking students and must meet the above referenced Assessment and Placement policy. The college shall not apply additional admission or placement requirements to dual credit students beyond those spelled out in that policy. Limited admissions programs such as Early or Middle College programs will follow those program admission requirements.

DUAL CREDIT TUITION

KRS 164.786 establishes a tuition rate for all dual credit courses, regardless of whether the scholarship is used or not. The Dual Credit Tuition Rate Ceiling is 1/3 KCTCS tuition for in-state students (\$58 per credit hour for academic year 2019-20). Colleges cannot charge high school students anything more than the dual credit tuition rate, including fees for eligible dual credit courses. Colleges shall not waive tuition below this rate but may use other scholarships or awards that the college has available to supplement the cost of dual credit enrollment. Colleges may negotiate other expenses with their local school districts through the MOA (see above) related to dual credit.

Secondary school students enrolled in KCTCS courses that are not dual credit (i.e. dual enrolled students) will be assessed at the regular KCTCS in-state tuition rate.

PROCEDURES FOR ENROLLING DUAL CREDIT STUDENTS

- Complete KCTCS admissions application (preferably online) and a dual credit form/application to be enrolled as a KCTCS student in the course/s in which the student wishes to receive dual credit and provides for the sharing of information between the college and the high school.
- Be eligible to enroll in the course, meeting all course prerequisites, entrance requirements, etc.
- Abide by requirements outlined in the course syllabus, including but not limited to the completion of assignments, projects, and final examinations.

PeopleSoft

The College is responsible for ensuring high school student's enrollment information is correct in PeopleSoft. Student's information is managed on the Manage High School Student Enrollment in the KCTCS Student Administration section.

Specific information is available in the Dual Credit PeopleSoft User Guide is available online at the [Training & Learning Center](#) (TLC) in the PeopleSoft Campus Solutions section. The TLC can be accessed through MyPath.

Sharing of Students

At times, it may be necessary to enroll a high school student in a course offered by another college than their home college. The Dual Credit Coordinator or Chief Academic Officer must contact the college they wish to enroll the student in, request approval, follow the college's guidelines for enrolling a high school student, and confirm through email trail. The confirmation email must include two people at requesting college (dual credit contact person and one additional person, preferably the CAO) and two people from the receiving college, plus the Director of Career Pathways at the System Office.

DUAL CREDIT COURSE OFFERINGS

Each KCTCS institution will determine the dual credit courses that will be offered by that institution.

Definition

A dual credit course is a college-level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study. Developmental education and remedial courses are not eligible dual credit courses (in accordance with KRS 164.098). Per CPE, First Year Experience Courses are not eligible dual credit courses as they are not covered in the general education transfer policy and are not transferable between institutions.

KCTCS PATHWAYS

To ensure high school students enroll in courses that are applicable to student's postsecondary plans, KCTCS has developed a General Education Dual Credit Pathway and AAS Preferred Pathway Models to assist high school students identify the courses that are best suited for them. However, each KCTCS institution determines the availability of these courses for dual credit based on having a credentialed faculty member to teach the course for dual credit at the college or high school and the availability of required lab and equipment, and at times, additional credentialing requirements for a specific program.

General Education Pathway

[The Dual Credit Pathway to the Associate Degree in Arts or Science](#) has been designed to help students earn credits toward the 33 credit hours of KCTCS General Education Core courses within an AA or AS degree. Students who plan to pursue the AA/AS at KCTCS and/or transfer to a university should complete the 33 credit hours of the General Education Core dual credit courses before any other general education courses. A student may take additional general education courses for dual credit that meet the KCTCS AA/AS requirements once they have completed the initial 33 credit hours in Block I.

Preferred Dual Credit Technical (AAS) Pathways

KCTCS and KDE have partnered to create dual credit model pathways for the most in-demand technical programs across the state. These models are the preferred course sequence for high school students to allow seamless entry into the KCTCS AAS track upon high school graduation; however, colleges and school districts may develop alternative models based on local needs and the availability to teach a course for dual credit. Where possible, the models maximize the dual credit scholarships available to high school students.

Procedures for Dual Credit Courses

Colleges should work with Local School Districts to determine dual credit course offerings and staffing requirements for those courses. When selecting courses for dual credit, keep in mind that dual credit courses should be meaningful to students and the pathway they are enrolled in. Dual credit courses should be useful for a student when they transfer to postsecondary institutions and count towards the credential they are working towards.

Dual credit courses offered by a college are listed on the college's Dual Credit Course list. Students will only receive dual credit for courses included on the list. The deadline for the college to submit the course list to the System Office is March 1 in order to meet the fall semester priority deadline for enrolling in courses and October 1 to meet the spring semester priority deadline for enrolling in courses. The college is required to submit the course list to KCTCS for the courses to be programmed into PeopleSoft to allow students to be enrolled. Colleges can add courses to their list up until the CPE snapshot. The snapshots are as follows: November 1, March 30 and August 15.

As specified by SACSCOC, colleges must maintain control of all coursework, including dual credit courses. For instruction provided off campus, curriculum should align, and faculty should be credentialed at the same level as expected in on-campus courses. Syllabi for dual credit courses have the same requirements as on-campus syllabi, clearly outlining student learning outcomes, course objective, grading policies, etc.

KCTCS colleges are responsible for monitoring and ensuring the college level content and quality of instruction. Courses accepted for dual credit toward an undergraduate credential at KCTCS must be college-level coursework relevant to the credential and meet KCTCS college standards for content, quality, and rigor pursuant to the requirements of the SACSCOC. Dual credit courses must be equivalent to the same courses offered at the local KCTCS college in course content, competencies, and learning outcomes as evidenced by the required syllabi components.

Eligible courses for dual credit are college-level general education and technical education courses where the following criteria can be documented:

- Required courses or technical electives that apply to one of the programs of study offered at the local KCTCS college;
- Courses that are specified in an agreement between the local KCTCS college and the Local School District;

- Courses that are taught by college faculty or secondary school teachers who are approved by the KCTCS college as having appropriate credentials to serve as adjunct college faculty for the purpose of SACSCOC accreditation;
- Dual credit courses that use textbooks which have been reviewed and approved by the individual discipline. If a discipline is not satisfied with a current textbook, the instructor must supplement instruction with materials from the college textbook and adopt the college textbook at the next adoption cycle;
- Courses in which KCTCS curricula are taught and for which student learning competencies and outcomes, as well as course descriptions, are aligned between the local KCTCS College and the Local School District;
- Courses for which syllabi are approved by the KCTCS College and provided to enrolled students on the first or second day of the college course; and
- Courses for which formal mechanisms exist for the evaluation of faculty effectiveness and student success are approved by the KCTCS College.

Comingling of Dual Credit and Non-Dual Credit Students

Although SACSCOC does not prohibit the comingling of dual credit and non-dual credit students in a classroom, there is an expectation that the rigor of the coursework be differentiated for students earning college credit. It is the responsibility of the college to justify and document the practice of how this is managed and to ensure the high school is following those practices. One best practice includes having a different syllabus for the high school and college (dual) credit course. Another is to provide additional assignments for the students earning dual credit. If the high school is only teaching the college content, all students must meet the college readiness and course prerequisites prior to enrolling in the course, even if they are not earning dual credit for it.

Term Parameters

All dual credit classes must be attached to a session that fits the true start and end dates of the class. If the start and/or end dates are not within a week of the standards session available in PeopleSoft, the [Term Exception Request Form](#) (available in the Dual Credit Folder on the Chancellor's Office SharePoint Site) needs to be completed and submitted to Lea Martin (lea.martin@kctcs.edu) at the System Office for review and approval. Lea will return the signed form to the college. The college needs to create a help desk ticket and attach the signed form to get the session/s added.

Grades

Grades for dual credit students have to be submitted in accordance with KCTCS policy.

Awarding of Dual Credit

College credit will be awarded for courses taken for dual credit with a KCTCS college upon the student's completion of the course requirements and will become part of the student's official college transcript. The award of college credit will be in compliance with appropriate accreditation standards for the KCTCS college.

High school students can be awarded the credential upon the completion of the requirements for the credential. Students must apply to receive the credential per college guidelines. Additional information is available in the [Admitting Students and Awarding Credentials to GED Eligible, High School, and Workforce Students document](#) (available in the Dual Credit Folder on the Chancellor's Office SharePoint Site).

FACULTY QUALIFICATIONS

Secondary school teachers will be approved to teach dual credit courses by the local KCTCS College according to the faculty credentialing criteria established by SACSCOC Guidelines for Faculty Credentials and the local KCTCS college policy. Dual credit faculty must meet the college's academic requirements as a faculty member teaching on campus.

Dual credit faculty will demonstrate, through appropriate documentation requested by the local KCTCS College, compliance with KCTCS teaching qualifications. Appropriate documentation will include a combination of the following as required by the local KCTCS College:

- official college transcript(s);
- current vita, or resume, or application showing teaching and work experience;
- official documentation of relevant work experience;
- official documentation of industry certifications or licenses;
- additional documentation sufficient for SACSCOC compliance as communicated to dual credit faculty by local KCTCS College.

Identifying High School Instructors

CPE requires that we identify who is teaching a course and for dual credit, whether or not they are a high school instructor. We are working on identifying a way to do this in PeopleSoft and will provide additional information when that is available. In the meantime, please make sure you have some way of tracking high school instructors as we will be reaching out to colleges for this information.

Identifying high school instructors is also important because \$1.6 million in SEEK funding is awarded among KCTCS colleges based on high school instructors teaching dual credit as entered into TEDS.

College Support for High School Instructors

Best practices include providing professional development for all high school instructors, but at a minimum, new instructors will need some kind of professional development from the college. Professional development should include appropriate time to align course curriculum with discipline specific faculty. In addition, professional development topics may include library services, admissions standards, utilizing assessments, student-led active learning projects, etc.

Colleges should provide high school instructors with:

- an instructor copy of the textbook for the course
- a sample syllabus with required policies and course outline
- KCTCS User Name and Employee ID
- access to KCTCS email
- contact information for IT assistance
- student learning outcomes (tools and documentation process)
- assessments
- contact information of discipline specific faculty member
- how to access BlackBoard and how to use it

DUAL CREDIT SCHOLARSHIPS

High school students have two scholarships: Work Ready Dual Credit Scholarship (WRDCS) and Dual Credit Scholarship (DSC) available to them to use for their dual credit tuition. Both scholarships are administered by the Kentucky Higher Assistance Authority (KHEAA).

	Work Ready Dual Credit Scholarship (WRDCS)	Dual Credit Scholarship (DCS)
Established by	SB 98 (2019) -KRS 164.787	HB 206 (2017) -KRS 164.786
Number of Scholarships	Two approved dual credit courses per academic year.	A maximum of two successfully completed dual credit courses
Student Eligibility	<ul style="list-style-type: none"> • Be a Kentucky Resident • Be enrolled in a Kentucky high school • Be enrolled, or accepted for enrollment in, an approved dual credit course at an eligible institution; and • Complete and submit a Work Ready Dual Credit Scholarship dual credit application to KHEAA 	<ul style="list-style-type: none"> • Be a Kentucky resident; • Be enrolled in a public or private Kentucky high school, or homeschooled, in grades 11 or 12; • Be enrolled, or accepted for enrollment, in an approved dual credit course at a Kentucky Participating Postsecondary Institution (PPI); • Meet postsecondary admission requirements; and • Have completed a 30-minute college success counseling session delivered by high school personnel.
Additional Information	<p>Funds are awarded first-come, first-served by the date students submit their preferences for the scholarship.</p> <p>There is also a WRKCS for college students. The eligibility and application for that is different than described above. Students can take advantage of this scholarship after they graduate high school if they want to pursue an eligible AAS at KCTCS.</p>	<p>KHEAA makes award determination by date of preference selection in their system and gives priority to Seniors</p> <p>KCTCS will have to return 50% of the scholarship for students who did not successfully complete the course.</p>

KHEAA has executed one Administrative Agreement with KCTCS that covers all 16 colleges. The System Office Academic Affairs, Business and Financial Aid offices will assist the college with providing KHEAA with the required information for awarding the dual credit scholarship, disbursing payment and related administrative duties.

KHEAA Processes and Deadlines

Action	Fall Date	Spring Date
High school notifies KHEAA of eligible students	9/15	2/1
Student sets scholarship preference at mykheaa.com	10/1	3/1
KHEAA makes award determination	KHEAA makes determination daily and sends KCTCS a weekly eligibility file available in PeopleSoft on Wednesdays	
College selects eligible course/s for scholarship/s	Ongoing as information is available	

College sends enrollment verification (EVR) to KHEAA	No sooner than 10/1	No sooner than 2/15
KHEAA disburses scholarship to KCTCS	After receipt of EVR file from KCTCS	
Grades due to KHEAA for DCS	1/30	6/15
Reconciliation for DCS	Ongoing after grades are submitted	
Return of funds for DCS	3/1	6/30

Administering the Scholarships

Both

- The scholarship may not be used for remedial, developmental or First Year Experience coursework.
- Yearlong courses should be awarded on a fall scholarship. Students will receive an IP grade for the fall semester that will have to be updated to their actual grade at the end of the year.
- Second trimester courses should be awarded on a fall scholarship.
- KHEAA allows the pairing of lecture and lab courses towards the use of one scholarship; whenever possible, select this option for students to maximize their scholarship award.
- KHEAA will not allow changes to a student's scholarship after the submission of the Enrollment Verification File.
- KCTCS will have to return 100% of the scholarship for students who withdrew from a course prior to the add/drop deadline so make sure this is accurately document in PeopleSoft.
- KHEAA communicates with the district's designated contact for KEES for all dual credit scholarship matter. This is the person they send their reports to and other communication related to the Dual Credit Scholarship. This is also the person who submits the names of eligible students to KHEAA.
- The contact at KHEAA for the dual credit scholarship is Becky Gilpatrick, Director of Student Aid Services at (502) 696-7394 or rgilpatrick@kheaa.com.

WRDCS

- KCTCS supplies KHEAA with a list of each college's technical course offerings for eligibility for the WRDCS; however, KHEAA will make the final determination on whether the course is eligible for the scholarship or not.
- Grades are not required to be submitted to KHEAA for WRDCS.

DCS

- Dual Credit Scholarship students cannot receive a grade of "I". These grades will have to be converted to an actual grade or a "W" by the college's grade submission deadline, or they will not be transcribed correctly for the student's KEES GPA calculation. The statutory deadline for KCTCS to submit grades to KHEAA is no later than June 30.
- Juniors who do not successfully complete a course they received the DCS for may apply for the scholarship again in their Senior year; the scholarship will have to be applied to another course as the scholarship cannot be used for repeat coursework. Seniors do not have the ability to utilize the scholarship again for an unsuccessfully completed course.

PeopleSoft

Queries are available in PeopleSoft to manage the scholarship. For more information, consult the Dual Credit PeopleSoft User Guide is available online at the [Training & Learning Center](#) (TLC) in the PeopleSoft Campus Solutions section. The TLC can be accessed through MyPath.

BILLING

Billing starts in July for the fall semester and in early November for the spring semester and continues every Friday until the bill is paid. Since the high school semester and college semester do not align and KHEAA allows students to apply to the dual credit scholarship well into the semester, billing will be suppressed for high school students until later in the semester. A date to send out ebills to high school students will be determined by KCTCS financial services before school starts. Students who do not receive the scholarship or any other third-party payment (such as SEEK funding) for their tuition are responsible for paying their bill at that time. Many KCTCS colleges will not allow students to enroll in the next semester until their bill is paid. It is the responsibility of the college to communicate the billing process to high school students and their parents and the expectations of payment. Please refer KCTCS Financial Responsibility Statement below for more information.

DATA

KCTCS must provide snapshot data to CPE three times a year as follows:

Fall semester	November 1
Spring semester	March 30
Summer semester	August 1

The following information is extracted from PeopleSoft and included in the Snapshot data:

- High School Student –Public, Private, or Homeschooled
 - Bio Demo
 - Home high school
 - KDE ID (if attending public high school)
- Courses high school students are enrolled in as
 - Dual credit
 - Dually enrolled
- Dual Credit Courses –where it is taught and instructor information
- Dual credit scholarship awards (pulled annually in the financial aid file on 11/15)
- Grades (fall: 3/30, spring: 8/31, summer: 11/30)

It is critical that this information is complete and accurate by the time the snapshot is taken to ensure our official data is correct.

ORPA has created a DSS dashboard for CPE Audit Reports to allow staff responsible for data to identify data that needs to be reconciled before submitting data to CPE. The dashboard includes two reports for dual credit:

- Summary for high School Students in College Plans
- Summary for College Students in High School Plans

All dual credit coordinators should have access to the dashboard and should review the information prior to the snapshot deadlines.

PERFORMANCE BASED FUNDING

Students earning dual credit count towards each college's performance based funding metrics. Those metrics are established by the official data we send to CPE (which is why it's critical it is correct by the snapshot date). Below is an overview of the current model and which college gets credit for that metric.

- 21% of the model is based on credentials earned - credit for these go to the awarding institution.
- 57% of the model is based on credit hours:
 - 12% - progression to 15/30/45 hours - credit goes to the home college.
 - 35% - weighted course completions - credit goes to the delivering college.
 - 10% - academic year FTE - credit goes to the delivering college.
- 2% of the model is based on transfer - credit goes to the home college. This includes senior high school students who matriculate to another institution upon graduation.
- 20% of the model is based on non-student data - direct instructional cost and square footage.

Each college's Performance Based Funding Scorecard is available at the [Research & Policy Analysis SharePoint Site](#)

DUAL CREDIT RESOURCES

- [Dual Credit Resources](#) available at Chancellor's Office Communication Site on SharePoint
 - CPE Dual Credit Council Meeting Information
 - CPE Dual Credit Policy
 - Dual Credit 19-20 MOA Template
 - Dual Credit 19-20 MOU with KDE
 - Dual Credit Assessment & Placement Policy
 - Dual Credit AAS Preferred Pathways
 - Dual Credit FAQs
 - Dual Credit General Education Pathway
 - Dual Credit Peer Team Coordinators
 - Final Guidelines for Awarding Credentials to GED Eligible, High School & Workforce Students
 - HB206 -Dual Credit Scholarship Bill
 - NACEP Standards
 - SACSCOC Dual Enrollment Policy Statement
 - SB98 -Work Ready KY Scholarship Bill
 - Term Exception Request
- [KCTCS Dual Credit Website](https://kctcs.edu/dual-credit/) (available at: <https://kctcs.edu/dual-credit/>)
- [Minimum High School Graduation Requirements](https://education.ky.gov/curriculum/hsgradreq/Pages/default.aspx) (available at <https://education.ky.gov/curriculum/hsgradreq/Pages/default.aspx>)
- Quick Guide to Dual Credit Brochures (available via marketing)
 - 4- and 8-page templates are available for each college to customize

GLOSSARY OF TERMS

Concurrent Enrollment: a dual credit course taught by a college-approved high school or area technology center teacher at the secondary school during the regular school day.

Dual Credit A dual credit course is a college-level course of study developed in accordance with KRS 164.098 in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study.

Dual Enrollment Students who want to take a course that is not eligible for or offered for dual credit may do so as a dually enrolled student. For these courses, students must adhere to the admission requirements required of non-degree/non-credential student. Tuition for a dual enrollment course is the standard KCTCS tuition.

Early/Middle College allows high school juniors and seniors to be enrolled at college full time so they can earn both their high school diploma and an associate degree by the time they graduate high school.

NACEP National Alliance of Concurrent Enrollment Partnerships (information available at nacep.org)

State Approved Career Pathway The law defines a State-approved Career Pathway is a pathway recognized by both the secondary school and the participating postsecondary institution (PPI) and leads to a degree in a regionally appropriate business/industry sector and/or an industry-recognized credential. KDE publishes these on its website.

DUAL CREDIT TIMELINE

FALL

September 15	High school submission deadline of eligible dual credit scholarship students to KHEAA for fall semester
October 1	Deadline for students to set their preference with KHEAA for fall scholarship KHEAA starts accepting Enrollment Verification for fall enrollment
October 17	KCTCS will submit first EVR file to KHEAA
October 31	Last day to add a dual credit course for fall semester Deadline to designate enrollment type for high school students in PeopleSoft for fall semester
Nov. 1	CPE Snapshot for Fall

SPRING

January 30	Fall grades due to KHEAA for DCS (must complete before spring funds are disbursed)
February 1	High school submission deadline of eligible dual credit scholarship students to KHEAA for spring semester
February 15	KHEAA starts accepting Enrollment Verification for spring enrollment
March 1	Deadline for students to set their preference with KHEAA for spring scholarship Return of DCS funds to KHEAA for fall semester students who didn't successfully complete their course
March 12	KCTCS will submit first EVR file to KHEAA
March 29	Last day to add a dual credit course for spring semester Deadline to designate enrollment type for high school students in PeopleSoft for spring semester
March 30	CPE Snapshot for Fall
June 15	Spring grades due to KHEAA for DCS
June 30	Return of DCS funds to KHEAA for spring semester students who didn't successfully complete their course

SUMMER

August 1	CPE Snapshot for summer
August 14	Last day to add a dual credit course for summer semester Deadline to designate enrollment type for high school students in PeopleSoft for summer semester