

# **ESC REGION 15**

# GUIDELINES FOR CREATING SELF-PACED COURSES DUAL CREDIT COURSES CREDIT BY EXAM COURSES

### Fundamentals:

- Self-paced courses are courses that are **not** taught face-to-face but rather through an on-line or distance learning program. An example of a self-paced course would be TxVSN<sup>™</sup>, Odyssey<sup>™</sup>, or Nova Net<sup>™</sup>, etc. Self-paced courses should always be built one semester at a time.
- Exclude from TxGradebook should be populated to exclude grades (the only grades entered will be semester grades received from the program/on-line teacher).
- Class Type should always be identified as Non-Regular (02) (this is not a face-to-face classroom).
- **Course Sequence Code** should be populated to identify where the semester grade should be located on the student's transcript.
- Special Considerations should be populated with a "Z = Non-Regular Classroom".
- Non Campus Based (Section Tab) should reflect how the course is being taught. Code 02 would be used if the course is being taught through Odyssey<sup>™</sup> or Nova Net<sup>™</sup>. Code 05 should be used if course is being taught through TxVSN. If you have questions choosing the non-campus based code, please call one of your Data Services Student Specialist. The correct coding reduces problems with classroom link when submitting Summer PEIMS. For example, the Non Campus Based Codes 02 and 05 eliminate the need for a link to an instructor.
- **Self-paced** courses are always displayed even if they have a withdrawal date and the Include WD Courses option is not selected.
- **Self-paced** courses only receive semester grades and credits and possibly final grades. Grades are entered when the course has been completed.
- The Grade Computation Utility option to **compute semester** grades bypasses **self-paced** courses. The utility will assign credits for **self-paced** courses if the option is selected.
- Clear Grades, Comments, or Credits Utility bypasses self-paced courses.
- Credit Assignment includes self-paced courses, if semester grades exist.
- Grade Averaging and Class Ranking Utility includes completed self-paced courses
- Assign Pass/Fail Indicators Utility assigns P/F codes to completed self-paced courses.

- AARs include completed self-paced courses regardless of withdrawal dates.
- **Self-paced** courses are always displayed on the student's Crs Assign and Grd Update tabs even if they have a withdrawal date and the Include WD Courses option is not selected.

#### Please see screenshots for the example below:

Example: Oscar Grouch failed the  $2^{nd}$  semester of English 3 and will recover his credit by taking the course through Odyssey<sup>TM</sup>. He will take the course during the first semester of his  $12^{th}$  grade year. Oscar's goal is to graduate early so he will not be enrolled in the district during semester 2 to repeat the course.

#### Grade Reporting > Maintenance > Master Schedule > District Schedule

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## Grade Reporting > Maintenance > Master Schedule > Campus Schedule

Grade Reporting > Maintenance > Student > Individual Maintenance > Crs Assign

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### Grade Reporting > Maintenance > Student > Individual Maintenance > Cumulative Courses

## **DUAL CREDIT COURSES:**

#### Fundamentals:

- **Dual credit** courses are most commonly taught as one semester courses (Fall or Spring); therefore, these courses should always be built in TxEIS as one semester courses with unique course numbers (i.e. English 4, Semester 1 should have a course number separate and apart from English 4, Semester 2).
- Course should be identified as **Self-Paced** (this is not a face to face classroom).
- **Exclude from TxGradebook** should be populated to exclude grades (the only grades entered will be semester grades received from the college professor).
- Class Type should always be identified as Non-Regular (this is not a face-to-face classroom).
- **Course Sequence Code** should be populated to identify where the semester grade should be located on the student's transcript.
- **Special Considerations** should be populated with a "D = Dual Credit and also with a Z = Non-Regular Classroom".
- Non Campus Based (Section Tab) should always be "01=College Based Campus Course". Coding this correctly prevents issues with classroom link when submitting Summer PEIMS. The Code "01" eliminates the need for a link to an instructor.
- Course Codes and Credits (Section Tab) should be populated with a "1 = Participating"

• **College Credit Hours** (Section Tab) must be populated with the number of credit hours the student will receive at the college level.

#### Please see screenshots for the example below:

Example: Abraham Lincoln will be taking English 4 for dual credit (College Course English 1301) and the course is being taught via the computer by Dr. Grammar who is employed by the local college.

Grade Reporting > Maintenance > Master Schedule > District Schedule

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Grade Reporting > Maintenance > Master Schedule > Campus Schedule

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## Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses

## **CREDIT BY EXAM COURSES:**

Fundamentals:

- Credit by Exam courses are built identical to a **self-paced** course with the following exceptions:
  - The Non Campus Based should be 08 = Credit by Exam
  - The Special Consideration should be "E = A course for which credit is awarded by examination in an academic subject in which the student has had <u>no prior instruction</u> (Credit by Exam) (TAC §74.24(c)(1)) " or "T = A course for which credit is awarded by examination in an academic subject in which the student has had <u>some prior formal instruction</u> (TAC §74.24(c)(3))".
  - The student's enrollment date and withdrawal date on the Crs Assign tab should be the same.

#### Please see screenshots for the example below:

*Example:* Oscar Grouch has permission from his Counselor to attempt to earn his Government credit through "credit by exam". He was enrolled in the course but wants to graduate early. He took the exam on September 25, 2015 and passed the exam with a grade of 70.

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## Grade Reporting > Maintenance > Master Schedule > District Schedule

Grade Reporting > Maintenance > Master Schedule > Campus Schedule

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## Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign

Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses

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# **DETERMINING THE STATUS OF A SELF-PACED COURSE**

Numerous maintenance screens, utilities, and reports have options affecting the handling of **self-paced** courses.

The table below illustrates how the system determines the status of a **self-paced** course.

Sem Grd	W/D Date	Meaning
Y	N	Student finished the course on the last day of the semester
N	N	Student did not finish the course
Y	Y	Student finished the course before the end of the semester
N	Y	Student withdrew from the course



## Note:

If the student does not finish the **self-paced** course by the normal ending date of the semester, do not enter a withdrawal date. Enter him into the same course for the next semester (ex: Use same course number and build a new section for the following semester).