BASIC EDUCATION FOR ADULTS

COURSE/CLASS CODING 1.2

Revisions

Change reference	Date	Version
Original document	4/22/21	1.0
Added clarification regarding the BGB Grading Basis for non-graded basic skills classes; Added additional information on adjusting FA progress units for variable credit classes	5/26/2021	1.1
Added additional information, including supporting queries and reports	8/15/2024	1.2

Contacts

Data Services

dataservices@sbctc.edu

Table of Contents

BEdA Course/Class coding

Basic Skills courses and classes are considered Ungraded per the State Board Policy Chapter 5.30.15. Basic skills courses and classes must be run in UGRD for state and federal reporting.

Anyone who is 16 years of age or older and not enrolled in secondary school, and who either has needs below the level of high school completion or is limited-English-proficiencies eligible to participate in Basic Education for Adults (BEdA) activities. For a full list of BEdA eligibility criteria please see the requirements for enrollment in Basic Education for Adults.

Students enrolled in applicable basic skills classes or in eligible I-BEST classes will be automatically added to the SWBR Student Group and are denoted in the sections below.

COURSE/CLASS BUILD

The following attributes of the course and class must be coded in order for accurate state and federal reporting as well as to ensure the correct tuition amount is charged to the student. The list below only includes the basic skills specific coding required, other information is required to build a course and class but are not included in this document.

- Set the FA Progress Units = 0
  - If the course is variable credit, this cannot be done at the course level, but rather at the class level using the Adjust Class Associations page if the class has a set number of credits. If the class is variable credit, the FA Progress Units will default to the Minimum Units value.
- Assign the Grading Basis of BGB (BEdA Grading Basis)
  - **This BGB Grading Basis should be used whether or not the class is graded. The BGB Grading Basis does not require actual grading.**
- Assign the IBEST Course Attribute on team-taught approved college-level classes
- Assign the Funding Source using the SFND Course Attribute.
  - Funding Source is required for all classes to accurately report FTES.
  - Department of Corrections courses are typically set to Fund Source 4 (Contract) unless Financial Aid or private funds are used, then the Fund Source should be set to 5.
- Assign a CIP Code in the 32* series
  - Create a separate course for contract high school where applicable.
- In the case of a non-credit bearing class, enter the Instructor Contact Hours
  - Non-Credit bearing classes are when the class UNTS_MINIMUM and UNTS_MAXIMUM both = 0
- Add any new basic skills courses to the Course List Fee to ensure students are charged the appropriate amount of tuition.
- High School Completion and Reengagement specific coding
- BEdA Transcript report
- Repeat Class Checking

A summary of the coding per type of BEdA program can be found at the end of this document.

COURSE CONSIDERATIONS

Basic skills courses should reflect the content of the class, be unique in content, and allow for changes in student populations and possibly student progression.

- Reflect content of the class – should be created based on the content of the course with a course description that accurately reflects the course when printed on a transcript. For example, if all math courses have a course description of "Math", the student transcript will show "Math" for every class rather than Level 1 Math, Level 2 Math, etc. where the progression can be seen on the transcript. Another example would be history classes with a description of "History" rather than US History, World History, etc. where the required classes can be seen on the transcript.
- Be unique in content – should represent specific content and not be re-used for other content. For example, if ABE 099 is a contextualized pre-algebra class, it shouldn't be used for a contextualized English class the next term. Another example would be an I-BEST support course to support a specific technical program or group of programs. That same course should not be re-used as a support class the next term if the content is not the same. This will avoid the course being picked up in the repeat checking when the students are not repeating the same course or content.
- Allow for changes in student populations – courses can be adjusted as populations and enrollments change, such as multi-level courses when there aren't enough enrollments to have separate level courses, or tiered classes for levels (1a, 1b, etc.) with large enrollment or slower progression. An example would be a large increase in low-level ESL students from their home countries that are starting at a level where they aren't able to progress through ESL 1 in three terms. Tiered classes will allow the students to show progression and avoid the repeat checking with the student is not repeating the same course or content.

FINANCIAL AID PROGRESS UNITS

BEdA classes should not be included in Financial Aid eligibility. Set FA Progress units to 0 to exclude credits from Financial Aid calculations.

- If the course is variable credit, this cannot be done at the course level, but rather at the class level using the Adjust Class Associations page if the class has a set number of credits. If the class is variable credit, the FA Progress Units will default to the Minimum Units value.

GRADING BASIS

All BEdA courses/classes should be associated to the BEdA Grading Basis "BGB". **This BGB Grading Basis should be used whether or not the class is graded. The BGB Grading Basis does not require actual grading.**

This grading basis will exclude the enrollment from Financial Aid Pace and Satisfactory Academic Progress calculations. This grading basis allows a grade to be applied and for the student to view the grade and units in Student Self-Service. The grade points and credits associated to the BGB grading basis will not factor into any college-level calculation.

Supporting Queries and Reports

Two queries are available in ctcLink to identify basic skills courses and their associated Grading Basis to assist in data cleanup.

- QCS_CM_BASICSKILLS_GRADEBASIS
  - Provides a list of all active Basic Skills (CIP 32*) Courses in the catalog with their associated Grading Basis. All Basic Skills courses should be associated to the BGB Grading Basis.
- QCS_CM_BSK_SCHED_GRADEBASIS
  - Provides a list of all active and currently scheduled Basic Skills (CIP 32*) Classes with their associated Grading Basis. All Basic Skills classes should be associated to the BGB Grading Basis.

There is also a QARS Warning report:

- Class Warnings: Basic Skills Class Not Using BGB Grading Basis to help identify any basic skills classes with the incorrect grading basis with enrollment.

I-BEST

I-BEST courses are coded as Academic or Vocational course intent and CIP Code, depending on the approved I-BEST program, and therefore are not considered basic skills classes, though some types are included in LACES for BEdA federal reporting purposes. Students in classes with the Course Attribute designated below as included in LACES are also assigned the SWBR Student Group and included in the LACES extract.

I-BEST courses and classes **should not be coded in the CIP Coded 32* series**. Basic skills I-BEST support classes are identified by their CIP Code (32.0501). Students enrolled in I-BEST classes may be included in LACES but do not generate basic skills FTES.

Course Attribute Value	Attribute Description	Generates Enhanced FTES?	Included in LACES?
BASICSKILL	Team Taught with Basic Skills Students	Yes	Yes
DEVELOPMTL	Team Taught with Dev Ed Students	Yes	No

Supporting Queries and Reports

A query is available in ctcLink to identify students enrolled in I-BEST classes and their FTES.

- QCS_SR_SBST_HC_FTE

There are three QARS reports to support reporting I-BEST classes and enrollments correctly.

- CS Report: FTE by Program – this report shows the current I-BEST FTE for the term.
- Class Warnings: IBEST Invalid CIP - this report is to identify any basic skills classes (32 CIP) incorrectly coded as I-BEST.
- Class Errors: RS Students in I-BEST – this report is to identify any Running Start students enrolled in I-BEST classes. Running Start students are not eligible to take basic skills classes or I-BEST classes for enhanced FTE.

FUND SOURCE

- Most basic skills courses are state funded and will have the following coding.
  - Intent Course Attribute SINT Value: Academic or Workforce
  - Funding Source Course Attribute SFND Value: 1 (State Funded)

- Department of Corrections (DOC) courses and classes funded under the DOC contract must be associated to a DOC LOCATION code and the following:
  - Funding Source Course Attribute SFND Value: 4 (Contract Funded)

- Some DOC enrollments funded under the DOC contract are for students in specific units: Intensive Management, Skill Building, and Special Offender. These enrollments must be associated to a DOC LOCATION code and the following:
  - Funding Source Course Attribute SFND Value: 4 (Contract Funded)
  - DOC Specific Unit Course Attribute SCOR Value: SIMU, SSBU, SSOU, or SCCU

- Some DOC enrollments are funded by Financial Aid or private funding. These enrollments must be associated to a DOC LOCATION code and the following:
  - Funding Source Course Attribute SFND Value: 5 (Self-Support Funded)

- Contract Basic Skills (not DOC) courses and classes must have the following:
  - Funding Source Course Attribute SFND Value: 4 (Contract Funded)
  - Special Non-state Funded Basic Skills CIP Code: 32.0401

- Contract High School **requires*** a separate course and must have the following:
  - Funding Source Course Attribute SFND Value: 4 (Contract Funded)
  - Special Non-state Funded Basic Skills CIP Code"   32.0205, 32.0208, or 32.0401

* Contract High School requires a separate course coded as above so that students are not charged tuition or included in federal reporting. Contract High School students may be "sitting" in the same BEdA class as other students however they must be enrolled into a separate course because the CIP Code lives at the course level and the CIP Code is what is used to exclude from LACES and from the $25 tuition charge.

CIP CODING

The CIP Code associated to a course/class is the primary method by which we identify basic skills enrollments.   All courses/classes with a CIP Code in the 32* series are considered to be Basic Education for Adults (BEdA) and will be reported as such.

The CIP Code of the class determines which students are added to the SWBR Student Group. The CIP code is also used to extract BEdA enrollments daily from ctcLink for loading into the LACES system.

Valid BEdA CIP Codes are listed below.

CIP	CIP Title	Included In LACES
32.0201	EDUCATIONAL INTERVIEWING	Yes
32.0203	ASE LEVEL I	Yes
32.0204	ASE LEVEL 2	Yes
32.0205	BASIC HIGH SCHOOL COMPL	No
32.0208	ADVANCED HIGH SCHOOL COMPL	No
32.0210	ABE LEVEL 1	Yes
32.0220	ABE LEVEL 2	Yes
32.0230	ABE LEVEL 3	Yes
32.0240	ABE LEVEL 4	Yes
32.0301	ESL LEVEL 1	Yes
32.0302	ESL LEVEL 2	Yes
32.0303	ESL LEVEL 3	Yes
32.0304	ESL LEVEL 4	Yes
32.0305	ESL LEVEL 5	Yes
32.0306	ESL LEVEL 6	Yes
32.0401	SPECIAL NON-STATE FUNDED ADULT EDUCATION	No
32.0501	ADULT EDUCATION I-BEST SUPPORT	Yes
32.0601	INTEGRATED EDUCATION AND TRAINING	Yes
32.0701	WORKPLACE LITERACY	Yes
32.9997	ABE FUNDED BASIC HSC	Yes
32.9998	ABE FUNDED ADVANCED HSC	Yes

Additional information about the CIP Codes listed in the above table can be found in the SBCTC Coding Manual Appendix C.

CONTACT HOURS

If the course/class is non-credit bearing, instructor weekly contact hours are required to calculate FTES. Update the Contact Hours value for the primary Component (e.g. Lecture) to adjust the Weekly Contact Hours.

- If this is a non-credit bearing course, take the total contact hours and divide by 11 weeks and enter result.
- The sum of all various class component hours should equal the total course hours.

Refer to the Adjusting Contact Hours for a Class QRG for more information.

TUITION CHARGES

BEdA classes charge a flat quarterly fee of $25 per term instead of standard tuition. Per the RCW, institutions may add an additional course/class fee in addition to the $25. To set up the fee in ctcLink, a Course List must be created and maintained (9.2 Maintaining BEdA Course List Fees) for tuition calculation to properly charge these classes*.

Within each Course List resides a series of BEdA Course IDs. After a Course List is developed and contains the Course ID's, that list may then have a flat fee assigned via the ctcLink Course List Fees page.

In addition to cost being assigned within the Course List Fees page in ctcLink, a Waiver Group may also be assigned. Waiver Groups are a specific collection of waiver types/codes (like the W32.) Those waivers may then be applied to the student account and then reduce the fee.

The Course List Fees page is term based and must be maintained, reviewed, and copied from term to term. This task is listed in the Term Rollover Checklist.

*Classes considered Contract High School do not apply to the $25 flat fee. These classes do not charge any tuition as they are paid for through a contract between the college and the high school district. Contract High School BEdA classes are identified by CIPs 320205, 320208, or 320401. In order to have this fee not charged to the students the UGRDCLFEE Criteria needs to be added to any class those populations can register for.

HIGH SCHOOL COMPLETION AND REENGAGEMENT PROGRAMS

High School Completion Programs

Courses are coded with different CIP codes, based on whether the courses are state or contract, as follows:

IMPORTANT NOTE: Contract high courses must be separate courses from basic skills funded high school courses. They cannot share the same course. This is to ensure that contract high school students are not charged tuition and are not reported as ABE funded students.

HSC courses not funded by Basic Skills *(not HS 21)*

CIP Code	CIP Title
32.0205	Basic High School Completion (HSC 1)
32.0208	Advanced High School Completion (HSC 2)

HSC course funded by Basic Skills *(not HS 21)*

CIP Code	CIP Title
32.9997	ABE Funded Basic HSC
32.9998	ABE Funded Advanced HSC

<u>Note</u>*:* Students enrolled in HS+ are not to be enrolled in the courses above. They should be enrolled in ABE or ESL courses that are reportable in LACES.

High School Reengagement Programs

IMPORTANT NOTES:

Contract high courses must be separate courses from basic skills funded high school courses. They cannot share the same course. This is to ensure that contract high school students are not charged tuition and are not reported as ABE funded students.

Students must only be in one SHS student group for contract high school.

Supporting Queries and Reports

A query is available in ctcLink to identify students enrolled in contract high school classes and their FTES.

- QCS_SR_SHS_HC_FTE

There is also a QARS report to support reporting contract high school classes and enrollments correctly.

- CS Report: FTE by Program – this report shows the current contract HS for the term.

BEdA Reports and Queries

BEdA Transcript Report

The use of the BEdA Grading Basis (BGB) will exclude basic skills credits from the student's transcript report. The class will be shown with a grade, but no credits. Credits included on the transcript are included in quarterly and cumulative credit totals.

To provide a transcript like report that includes the credits and grades associated with basic skills classes, the ctcLink Reporting Team developed a BEdA Transcript Report for use when both credits and grades are desired. The report name is: BCS_SR_BEDAT

This report can be run from the Query Report Viewer in Reporting Tools > BI Publisher > Query Report Viewer. Enter the name of the report and click the Search button. Click on the "View Report" hyper link found to the far right of the grid on the same line as the report name in the Report Definition grid. Enter the desired prompt values and then click the OK button.

BEdA Repeat Course Checking

Students cannot be reported for a course in which they have already earned credit except when such a repeat is necessary to satisfy a requirement for improving academic or skill progress (grades). In no circumstance will a student be reported more than three times for the same course – this is defined as two repeats in addition to the original enrollment.

A query has been developed to assist with identifying students who have registered for a class they have already taken twice previously. The query name is: QCS_SR_BEDA_REPEAT_COURSES

BEdA Headcounts and FTES by Term

The query QCS_SR_BASICSKILLS_HC_FTE was developed to assist Campus Solutions staff with monitoring BEdA basic skills enrollments and FTES.

The number of records returned by the query represents the student headcount. The headcount and FTES returned by the queries represent the data that will be added to the SBCTC Data Warehouse at the end of each term. For more information related to program specific coding, please refer to the SBCTC Coding Manual. Details about the query can be found in metaLink when performing a search by query name in the Free Text Search box.

Additional Information

LACES Data Load

A daily process is run that extracts student and enrollment data from ctcLink via dataLink and loads the data into the LACES reporting system. All students and enrollments associated to the CIP Codes identified in the "Included in LACES Extract" column of the CIP Code table are included as well as I-BEST enrollments identified in the "Included in LACES Extract" column of the I-BEST course attributes table.

Accelerated Outcomes Pre-College Courses

The term "bucket" or "accelerated outcomes" course is used to describe a course that is created as a holding course for enrolling students who will progress at different rates until it is determined which level they have completed.

Students can be swapped out of courses using the Enrollment Request Details Action of "Swap Courses" with the Action Reason "ACCL". This swap action allows you to initially enroll the students in their starting level, and then swap them into a course associated to their ending level. The credits associated to the ending level course will be transcribed. The starting level course or class is coded with the Course/Class Attribute "SOTH" with an Attribute Value of "SACC". This identifies which starting courses/classes should be captured for the students starting level. For more details, please review the *Swapping Student Enrollment (QRG)*

Academic Credit for Prior Learning (ACPL)

Formerly known as Prior Learning Assessment (PLA).

Credit awarded for non-traditional learning will be transcribed in the year quarter (YRQ/STRM) that it was assessed. Unique codes will be used to assist in tracking and reporting credits awarded for non-traditional learning. In accordance with accreditation standards, credits awarded for prior experiential learning will be differentiated as such on the transcript.

There will be situations where credit may be awarded even though the awarding institution does not have a course which is a direct correlation. In these instances, courses will be transcribed under the general category for which they fulfill (ex. Social Science or Psychology).

Four categories that are established Academic Credit for Prior Learning are specifically denoted on a student's transcript: Credit by Testing, Prior Experiential Learning, Extra-Institutional Learning and Course Challenges.

For HS+, there is a HS21+ Portfolio Review under Prior Experiential Learning. Additional information about ACPL is available in the SBCTC Student & Course Coding Manual.

> **Prior Experiential Learning** – *Knowledge and skills acquired through experience alone, evaluated (subjectively) by faculty via evaluation of a compilation of work.* All prior learning assessment HS21+ credits are awarded through prior experiential learning portfolio review.
>
> This category WILL be noted on transcripts as awarded for prior learning in accordance with accreditation standards and includes:
> a. Portfolio Review
> b. HS21+ Portfolio Review

Coding by Type of BEdA Program

Program Type	Program Name	Program Description	Manual Student Group Assignment	Award Granted?	Student Plan	Course CIP	Class SFND Value
Contract High School	Open Doors	Programs contracted with high schools, students do not pay tuition or Basic Skills $25 charge. Requires the student is coded to the appropriate student group.	SHS1	No	HSD	32.0205, 32.0208, or 32.0401	4
Contract High School	Gateway to College		SHS2	No	HSD	32.0205, 32.0208, or 32.0401	4
Contract High School	High School Reengagement		SHS3	No	HSD	32.0205, 32.0208, or 32.0401	4
Contract High School	Technical High School		SHS4	No	HSD	32.0205, 32.0208, or 32.0401	
High School Completion Program	High School Completion (not contract)	Programs intended to result in a high school completion awarded by the college		Yes	HS_HCHSC	32.9997 or 32.9998	1
High School Completion Program	High School + (formerly HS21+)			Yes	HS_H2HSC	Any BSK CIPs except 32.0205, 32.0208, or 32.0401	1
High School Completion Program	International High School			Yes	HS_INHSC	32.9997 or 32.9998	1
High School Completion Award	High School Completion (SHB 1758)	A high school completion awarded based on the awarding of an AA		Yes	HS_HBHSC	n/a	n/a
Basic Skills Program	Adult Basic Education	Basic Education for Adult classes		No	ABE	32.0201, 32.0203, 32.0204, 32.0210, 32.0220, 32.0230, 32.0240, or 32.0501	1
Basic Skills Program	English as a Second Language	English Language Acquisition classes		No	ESL	32.0201, 32.0301, 32.0302, 32.0303, 32.0304, 32.0305, 32.0306, or 32.0501	1
Basic Skills Program	High School Equivalency	Classes to prepare for High School Equivalency test		No	HSE	any ABE or ESL CIP above	1
I-Best Program	I-BEST	Integrated Basic Skills		No	Voc/Acad plan	Vocational or Academic CIP	1