



BASIC EDUCATION FOR ADULTS

COURSE/CLASS CODING 1.1

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

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BEdA Course/Class coding

Basic Skills courses and classes are considered Ungraded per the State Board Policy Chapter 5.30.15.

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 where applicable
- 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 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.

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.

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.

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 WABERS+ for BEdA federal reporting purposes. Students in classes with the Course Attribute designated below as included in WABERS are also assigned the SWBR Student Group and included in the WABERS+ extract.

I-BEST courses and classes should not be coded in the CIP Coded 32* series. Students enrolled in I-BEST classes may be included in WABERS+ but do not generate basic skills FTES.

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

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, or SSOU
- 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 WABERS+ 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. This Student Group is used to extract BEdA enrollments daily from ctcLink and loaded into the [WABERS+](#) system.

Valid BEdA CIP Codes are listed below.

CIP	CIP Title	Included In WABERS
320201	EDUCATIONAL INTERVIEWING	Yes
320203	ASE LEVEL 1	Yes
320204	ASE LEVEL 2	Yes
320205	BASIC HIGH SCHOOL COMPL	No
320208	ADVANCED HIGH SCHOOL COMPL	No
320210	ABE LEVEL 1	Yes
320220	ABE LEVEL 2	Yes
320230	ABE LEVEL 3	Yes
320240	ABE LEVEL 4	Yes
320301	ESL LEVEL 1	Yes
320302	ESL LEVEL 2	Yes
320303	ESL LEVEL 3	Yes
320304	ESL LEVEL 4	Yes
320305	ESL LEVEL 5	Yes
320306	ESL LEVEL 6	Yes
320401	SPECIAL NON-STATE FUNDED ADULT EDUCATION	No
320501	ADULT EDUCATION I-BEST SUPPORT	Yes
329997	ABE FUNDED BASIC HSC	Yes
329998	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 specific 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.

Sub Fees Find | View All First 1 of 1 Last

*Account Type Mandatory Fees

*Item Type Technology Course Fee

Fee Trigger Use Criteria Use Equation

UGRD Course/Class Fee Criteria

Course Rate ID

Amount/Unit

Amount/Unit (Audit)

Minimum Amount

*Adjustment Code Standard

Waiver Group

Exclude HECS Students

Fee Amt Equation

Flat Amount

Flat Amount (Audit)

Maximum Amount USD

*Due Date Code Standard

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

Note: Students enrolled in HS+ are not to be enrolled in the courses above. They should be enrolled in any other ABE or ESL courses.

High School Reengagement Programs

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.

Reports and Queries

BEa Transcript Report

The use of the BEa 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 BEa 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.

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.

The use of the BEdA Grading Basis (BGB) will exclude basic skills courses from ctcLink Repeat Class Checking. 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.

Queries to Identify Classes for Grading Basis Updates

- 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.

WABERS+ Data Load

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

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 Programs		SHS3	No	HSD	32.0205 , 32.0208, or 32.0401	4
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



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Washington State Board for Community and Technical Colleges