

## Courses and Classes (COUR) Module

This document includes definitions and differences between a course and a class, reporting distance education and can be used as a resource for completing the COUR: Courses & Classes module. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:

**COUR-1:** Middle School Algebra Classes

**COUR-2:** Middle School Student Enrollment in Algebra I Indicators

**COUR-3:** Middle School Student Enrollment in Algebra I

**COUR-4:** Middle School Students who Passed Algebra I

**COUR-5:** Middle School Geometry Enrollment

**COUR-6:** High School Student Enrollment in Algebra I

**COUR-7:** High School Students who Passed Algebra I

**COUR-8:** Classes in Mathematics Courses in High School

**COUR-9:** Classes in Mathematics Courses in High School Taught by Teachers with a Mathematics Certification

**COUR-9:** Student Enrollment in Mathematics Courses in High School

**COUR-10:** Classes in Science Courses

**COUR-11:** Student Enrollment in Science Courses

**COUR-12:** Single-Sex Academic Classes

**COUR-13:** Single-Sex Academic Classes Detail

**COUR-14:** Classes in Science Courses in High School Taught by Teachers with a Science Certification

**COUR-15:** Classes in Computer Science Courses

**COUR-16:** Classes in Computer Science in High School Taught by Teachers with a Computer Science Certification

**COUR-17:** Student Enrollment in Computer Science Courses

**COUR-18:** Classes in Computer Science Courses

**COUR-19:** Student Enrollment in Computer Science Courses

**COUR-20:** Classes in Data Science Courses

**COUR-21:** Students Enrollment in Data Science Courses

**COUR-22:** Single-Sex Academic Classes Indicator

**COUR-23:** Single-Sex Academic Classes Detail

In addition, guidance on accurately reporting zeroes, blanks (i.e., nulls) and NS is provided at the end of the document.

### Resource Links

 [CRDC Resource Center Training Videos](#)

### Dates

Report data from the 2021–22 school year. The data reported should be based on a "Fall snapshot" of data from October 1 (or the closest school day to October 1). LEAs should use the same Fall snapshot date to report data in this module.

### Skip Logic

**This module contains skip logic.** Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated. The following HIBD table utilizes skip logic:

- COUR-2a: Grade 7 Algebra I Enrollment Indicator
- COUR-2b: Grade 8 Algebra I Enrollment Indicator
- COUR-4a: Grade 8 Geometry Enrollment Indicator
- COUR-2b: Grade 8 Algebra I Enrollment Indicator
- COUR-2b: Grade 8 Algebra I Enrollment Indicator

## DATA ELEMENT CHANGES FROM THE 2020-21 CRDC

### NEW and OPTIONAL

**COUR-20:** Classes in Data Science Courses

**COUR-21:** Student Enrollment in Data Science Courses

### REMOVED and COMBINED

**COUR-3a** Student Enrollment in Algebra I in Grade 7 (COMBINED WITH COUR-2c)

**COUR-4a** Student Enrollment in Algebra I in Grade 7 (COMBINED WITH COUR-3)

### REVISED and REQUIRED

**COUR-4a. Student Enrollment in Algebra I – Grades 7 & 8**

**COUR-4b. Students who Passed Algebra I – Grades 7 & 8**

**COUR-23. Single-Sex Academic Classes Detail**

**NEW**

## for 2021-22 CRDC

For the CRDC, using nonbinary as a third value for the sex category is appropriate for students whose sex is not listed as male or female in their school records.

**Nonbinary** means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary.

- **Reporting Nonbinary for K-12 Students**

If the school has any nonbinary students in its enrollment records, then the nonbinary category in the Courses & Classes module is **OPTIONAL**.

If the school does **NOT** have nonbinary students in its enrollment records, then the nonbinary category in the Courses & Classes module is **SKIPPED**.

**Single-sex academic class** refers to an academic class in a co-educational school that excludes boys or girls from enrolling or otherwise participating in that class because of their sex. A class is not considered single-sex so long as it does not exclude boys or girls, even if students of only one sex, or a disproportionate number of students of one sex, enroll.

**Independent study** is a method of instruction that is used for a course. It involves a structured learning experience that is recognized for credit. In general, independent study courses, often conducted with instructors as mentors, enable students to explore topics related to their field(s) of interest. Independent study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills. Independent study does not count as a class, except for schools with 100% independent study.

## Special Guidance

Report classes that cover the content of the course specified, even if the name of the course or class is different (example: Algebra I) may be called **Integrated Mathematics**.

**Mathematics and science courses** are college-preparatory courses that include introductory and advanced courses.

**Computer science and data science courses** include introductory and advanced courses, but do not have to be college-preparatory courses.

Do not include students scheduled to take a course, but not yet enrolled.

### KEY DEFINITIONS

A course is considered a grouping of one or more classes covering the same content. A school may offer several different courses in a specific subject area. For example, Biology is considered a science course for the CRDC collection. A school may also offer several different Biology courses including Introductory Biology, Anatomy, Botany, Genetics, Zoology, or Microbiology.

A class (or section) refers to a specific group of students taking a course during a specified time. There may be one or more classes for each course offered at a school. For example, a school may have two classes of Biology I, one during second period and one during fourth period; and one class for Genetics, during fifth period. In this example, the school should report a total of three biology classes (two for Biology I and one for Genetics).

## Reporting Counts of Classes

- Count each individual class/section.
- For items related to the number of classes for a given subject: Count classes that cover the content of academic subject even if the name does not match. For example, if a course is called “Mathematics II” and it covers the content of Geometry, count it as a Geometry class.

**Independent study does NOT count as a class UNLESS the school is 100% independent study. Schools which are 100% independent study should report data. Independent study does not count as a class unless the school is 100% independent study should be included in report. Count each class that was taken by a student as one class.**

**Independent study** is a method of instruction that is used for a course. It involves a structured learning experience that is recognized for credit. In general, independent study courses, often conducted with instructors as mentors, enable students to explore topics related to their field(s) of interest. Independent study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

## Reporting Integrated/Hybrid Math or Science Courses

The Office for Civil Rights (OCR) requires LEAs to classify integrated/hybrid math or science courses based on the majority of the content for the course.

**Example:** An ‘Integrated Math I’ course that covers mostly Algebra I, and some elements of Geometry can be listed as an Algebra I course. LEAs are encouraged to use their knowledge of the content taught in these

courses/class to assist in making the best determination possible. There may be classes that simply cannot be mapped to the typical hierarchy of Algebra I, Geometry, Chemistry, Biology, etc., in which case the guidance above would still apply.

### Reporting Classes for Students in Distance Education Courses

- ✓ If a student is enrolled in a distance education course and is eligible to receive credit from their home school, then the class should be counted as being offered by the home school.
- ✗ If a student is taking a distance education course from outside the control of the home district, and the school district does not have access to enrollment and course status information, then do NOT count the class as being offered by the home school.

### Single-Sex Academic Classes

- ✓ Count classes in a co-educational school where only males or only females are permitted to enroll. A class should be counted as a single-sex class only if it excludes students of one sex from enrolling or otherwise participating in that class because of their sex.
- ✓ A co-educational elementary school that has only male or only female students who receive mathematics, science, reading/language arts and social studies instruction from one teacher in one classroom should consider each subject area a single-sex class.
- ✓ If one period of a class is open only to males and one period is open only to females, then it should be counted as one single-sex class for males and one single-sex class for females.
- ✗ Academic classes include subjects such as history, social studies, foreign languages, mathematics, English/reading/language arts, science, and computer science.
- ✗ Do not consider physical education an academic class.
- ✗ Do not consider independent study a single-sex class.

**Single-sex academic class** refers to an academic class in a co-educational school where only male or only female students are permitted to take the class. A class should be counted as a single-sex class only if it excludes students of one sex from enrolling or otherwise participating in that class because of their sex. A class is not considered single-sex so long as it is open to members of both sexes, even if students of only one sex, or a disproportionate number of students of one sex, enroll.

#### **COUR-12. Single-Sex Academic Classes Indicator and COUR-13. Single-Sex Academic Classes Detail**

A class should be treated as single-sex if it excludes one sex from participating, even if it includes nonbinary students with male or female students.

For the 2021–22 CRDC, nonbinary means not exclusively male or female. Transgender students may be reported as male, female, or nonbinary.

For example: The school offers two foreign language classes:

- Class A has 5 male students only.
- Class B has 4 female and 1 student identified as nonbinary.

If class A and class B in the example above, meet the definition of single-sex academic class, then the LEA should respond “yes” to the 2021–22 CRDC School Form Single-Sex Academic Classes Indicator item. The LEA should also report class A under “other academic subjects” in the number of classes for males only and class B under “other academic subjects” in the number of classes for females only.

## Co-Educational School/Justice Facility

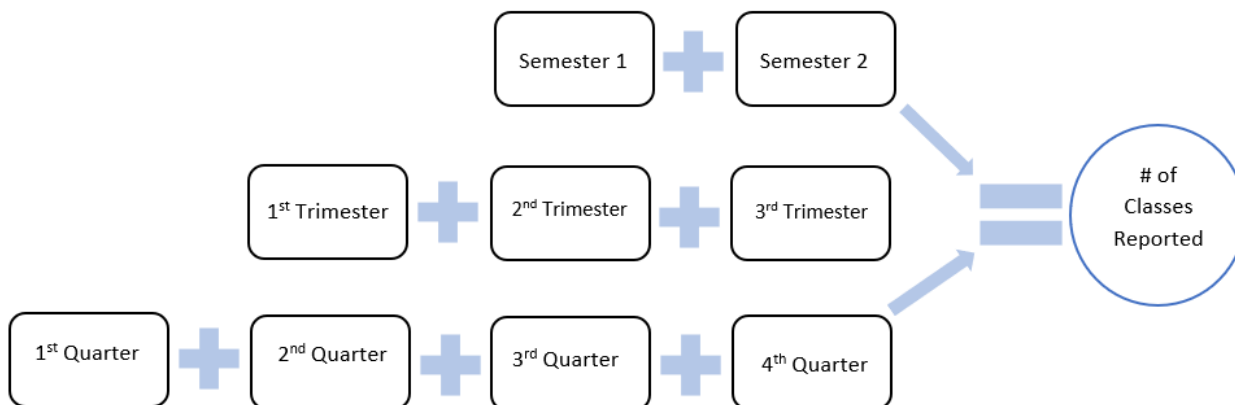
For a co-educational school/justice facility that has single-sex students who receive all of their academic instruction from one teacher in one classroom, each academic subject area taught in the classroom is considered one single-sex class. For example, a co-educational elementary school that has male students who receive mathematics, science, reading/language arts and social studies instruction from one teacher in one classroom should consider each subject area a single-sex class.

## Elementary Schools

Elementary schools with single sex math classes should report those classes as other mathematics.

## Reporting Classes with Block Scheduling

In some cases, with the use of block scheduling, it is possible for a full-year course to be taken in one semester. Some schools may allow a full-year course to be taken in trimesters or quarters. In these cases, determine the total count based on the sum of a count taken on October 1, 2021 (or the closest school day to October 1) in the first block, and around March 1, 2022, in the second block. **In the graphic below each row constitutes one class.**



**Tip:** Questions regarding Algebra-I use the last day of each block/semester/quarter for enrollment and passing counts. All other math and science questions - use the first day as the snapshot date.

## Independent Study Reporting

**Independent study** is a method of instruction that is used for a course. It involves a structured learning experience that is recognized for credit. In general, independent study courses, often conducted with instructors as mentors, enable students to explore topics related to their field(s) of interest. Independent study courses may serve as an opportunity for students to expand their expertise in a particular application, to explore a topic in greater detail, or to develop more advanced skills.

- Independent study does not count as a class, except for schools with 100% independent study. These schools provide their students independent study courses only.

For example, in the case of an LEA with schools with 100% independent study, the independent studying of a course would be considered one class. For example, if there are five students independently studying Biology, then five Biology classes would be reported for the Classes in Science Courses item.

**Fully virtual schools and schools that provide only remote instruction are not necessarily 100% independent study schools.**

**A fully virtual school** offers only virtual instruction in which students and teachers are separated by time and/or location, and interaction occurs via computers and/or telecommunication technologies.

**Remote instruction** refers to non-face-to-face (i.e., not in-person) instruction during which teachers and students are separated by location. Remote instruction may include synchronous (i.e., live) instruction or asynchronous (i.e., non-live) instruction provided by teachers. Non-face-to-face instruction may include: broadcast, correspondence, interactive audio/video, and online instruction mediums.

- LEAs that believe they have one or more schools with 100% independent study should contact the Partner Support Center to confirm that the one or more schools are considered 100% independent study for the CRDC. The PSC should collect information from the LEAs to help explain and support their beliefs and escalate the confirmation requests to OCR for OCR's consideration. For each escalation, OCR will provide guidance on how the LEA should report data for these schools.

**For example**, in the case of an LEA with schools with 100% independent study, OCR would provide the following guidance:

The independent studying of a course would be considered one class. For example, if there are five students independently studying Biology, then five Biology classes would be reported for the Classes in Science Courses item.

## SCED Code Matching

<p><b>Which SCED codes match Algebra I classes?</b></p> <p>02052: Algebra I</p> <p>02053: Algebra I - Part 1</p> <p>02054: Algebra I - Part 2</p> <p>02155: Business Math with Algebra</p> <p>02156: Computer Math with Algebra</p> <p>02058: Particular Topics in Algebra</p>	<p><b>Which SCED codes match Algebra II classes?</b></p> <p>02056: Algebra II</p> <p>02069: Algebra- Other</p> <p>*(Integrated Math Course Rules Apply, LEA must make determination according to curriculum)</p> <p>02131: IB Mathematical Studies</p> <p>*(Integrated Math Course Rules Apply, LEA must make determination according to curriculum)</p>
<p><b>Which SCED codes match Geometry classes?</b></p> <p>02071: Informal Geometry</p> <p>02072: Geometry</p> <p>02075: Particular Topics in Geometry</p> <p>02079: Geometry—Other</p> <p>02131: IB Mathematical Studies</p> <p>*(Integrated Math Course Rules Apply, LEA must make determination according to curriculum)</p>	<p><b>Which SCED codes match Calculus classes?</b></p> <p>02121: Calculus</p> <p>02122: Multivariate Calculus</p> <p>02123: Differential Calculus</p> <p>02124: AP Calculus AB</p> <p>02125: AP Calculus BC</p> <p>02126: Particular Topics in Calculus</p>



**Which SCED codes match Advanced Mathematics classes?**

02057: Algebra III  
02073: Analytic Geometry  
02101: Number Theory  
02103: Trigonometry  
02104: Math Analysis  
02105: Trigonometry/Math Analysis  
02106: Trigonometry/Algebra  
02107: Trigonometry/Analytic Geometry  
02108: Math Analysis/Analytic Geometry  
02109: Elementary Functions  
02110: Pre-Calculus  
02111: Linear Algebra  
02112: Linear Programming  
02131: IB Mathematical Studies

02132: IB Mathematics  
02134: IB Further Mathematics  
02135: IB Mathematics, Middle Years Program  
02136: Finite Mathematics  
02137: Mathematical Modeling  
02138: College Mathematics Preparation  
02139: IB Mathematics: Applications and Interpretation  
02140: IB Mathematics: Analysis and Approaches  
02141: Particular Topics in Analytic Mathematics  
02149: Analytic Mathematics—Other  
02201: Probability and Statistics  
02202: Inferential Probability and Statistics  
02203: AP Statistics  
02204: Particular Topics in Probability and Statistics  
02205: Statistics  
02209: Probability and Statistics—Other

**Which SCED codes match Biology classes?**

03051: Biology  
03052: Biology - Advanced Studies  
03053: Anatomy and Physiology  
03054: Anatomy  
03055: Physiology  
03056: AP Biology  
03057: IB Biology  
03058: Botany  
03059: Genetics

03060: Microbiology  
03061: Zoology  
03062: Conceptual Biology  
03063: Particular Topics in Biology  
03064: Regional Biology  
03098: Biology – Workplace Experience  
03099: Biology - Other  
03203: Applied Biology/Chemistry  
03065: IB Sports, Exercise, and Health Science  
03066: PLTW Principles of Biomedical Science

**Which SCED codes match Physics classes?**

03151: Physics  
03152: Physics - Advanced Studies  
03153: Principles of Technology  
03155: AP Physics B  
03156: AP Physics C  
03157: IB Physics  
03159: Physical Science  
03160: IB Physical Science

**Which SCED codes match Computer Science classes?**

10011: Computer Science Principles  
10012: Exploring Computer Science  
10013: PLTW Computer Science Essentials  
10014: PLTW Computer Science A  
10015: PLTW Computer Science Principles  
10019: AP Computer Science Principles  
10021: Computer Science Discoveries

03161: Conceptual Physics	10157: AP Computer Science A
03162: Particular Topics in Physics	10159: IB Computer Science
03163: AP Physics C: Electricity and Magnetism	
03164: AP Physics C: Mechanics	
03165: AP Physics 1	
03166: AP Physics 2	
03199: Physics – Other	

### Reporting Enrollment

#### Biology Courses

Biology may include such courses as Anatomy, Physiology, Botany, Genetics, Microbiology, Zoology, AP Biology, IB Biology, and Conceptual Biology.

#### Chemistry Courses

Chemistry may include such courses as Organic Chemistry, AP Chemistry, IB Chemistry, and Conceptual Chemistry.

#### Physics Courses

Physics courses may include Physics, Principles of Technology, AP Physics B, AP Physics C, IB Physics, Physical Science, IB Physical Science, and Conceptual Physics.

## Frequently Asked Questions

### 1. What dates should we use when reporting COUR module?

Report data from the 2021-22 school year. For most tables, the data reported should be based on a "Fall snapshot" of data from October 1 (or the closest school day to October 1), unless otherwise noted. LEAs should use the same Fall snapshot date to report data in this module.

The count of students (middle school and high school) who passed Algebra I should be those who passed by the end of the 2021-22 regular school year, not including intersession or summer.

**Block Scheduling:** For schools with block scheduling that allows a full-year course to be taken in one semester, the count reported should be based on the sum of a count taken on October 1 (or the closest school day to October 1) in the first block, and around March 1 in the second block.

### 2. How do schools count asynchronous virtual courses? One class for each student or one whole class?

The asynchronous course allows students to engage in the course content at different times and from different locations. Students enrolled in the asynchronous course are not grouped together to learn at the same time. However, for the 2021-22 CRDC, a class (or section) refers to a specific group of students taking a course during a specified time. Therefore, for the purposes of reporting data for the CRDC, the LEA should consider students enrolled in the asynchronous course, as each enrolled in a separate class. For example, if the LEA had 5 students who were each enrolled in the Marine Biology asynchronous course, then the LEA would report having 5 classes for Biology.



Please check with LEA's SIS if students are on one roster that a single teacher is overseeing even if the students are taking the course at their own pace. If so, this is considered 1 class. If they are not under one roster under a single teacher, this would be counted as separate classes.

**3. Should we count ungraded students?**

Include classes with ungraded middle school age students in your count.

**4. Should I include a course with an adapted curriculum for special education students?**

If the adapted course covers the same content (around 80% the same) that is listed in the CRDC definition of the course, then it should be included.

**5. Should I include a course with an adapted curriculum for special education students?**

It should be included if the adapted course covers the same content (around 80% the same) that is listed in the CRDC definition of the course.

**6. Should I include EL students and students with disabilities in the race/ethnicity table?**

Yes. The race/ethnicity table includes ALL students.

**7. Should I include AP and IB courses?**

Yes. Include Advanced Placement courses and International Baccalaureate Diploma Programme courses.

**8. Can I count students in more than one race/ethnicity column?**

No. Counts by race/ethnicity by sex are unduplicated counts (i.e., a student is counted only once in the race/ethnicity columns). The sum of the counts that you enter for race/ethnicity by sex will automatically be calculated in the online tool in the gray cells. It is not possible for your LEA to modify the gray cells, so you must ensure that every student is included in one and only one race/ethnicity category.

**9. How do I report students who are both EL and have a disability?**

A student with a disability and who is EL should be counted both in the EL table column and the applicable Students with Disabilities table column.

**10. For which biology courses should I report enrollment?**

Biology may include such courses as Anatomy, Physiology, Botany, Genetics, Microbiology, Zoology, AP Biology, IB Biology, and Conceptual Biology.

**11. For which chemistry courses should I report enrollment?**

Chemistry may include such courses as Organic Chemistry, AP Chemistry, IB Chemistry, and Conceptual Chemistry.

**12. For which physics courses should I report enrollment?**

Physics course may include physics, Principles of Technology, AP Physics B, AP Physics C, IB Physics, Physical Science, IB Physical Science, and Conceptual Physics.

**13. Should the middle school report Algebra I and Geometry classes as offered if their 7th/8th grade students were physically/virtually taking the course at the high school?**

For a middle school with 7th/8th grade students who were physically/remotely taking Algebra I and Geometry courses at a high school, the following should be reported: counts of Algebra I classes for

students in grades 7-8; counts of Geometry classes for students in grade 8; counts of grades 7-8 students enrolled in Algebra I; counts of grades 7-8 students who passed Algebra I; and counts of grade 8 students enrolled in Geometry.

**14. What is considered credit-granting?**

Credit-granting continues to refer to any course that results in a letter grade or a pass/fail designation, and that is required of a student to move to the next grade level or complete a program of study and receive a high school diploma.

**15. Should our school include credit recovery classes for specific math, science, or computer science courses in tables "COUR-8 Classes in Mathematics Courses in High School", "COUR-10 Classes in Science Courses", and "COUR-15 Classes in Computer Science Courses"?**

Credit recovery programs (including courses or other instruction) aim to help more students graduate by giving students who have fallen behind the chance to "recover" credits through a multitude of different strategies, including online. Different programs allow students to work on their credit recovery classes over the summer, on school breaks, after school, on weekends, at home on their own, at night in school computer labs, or even during the school day.

The Classes in Mathematics Courses in High School item, Classes in Science Courses item, Classes in Computer Science Courses item, and Classes in Data Science Courses item, collect numbers of classes for students in grades 9-12 (or the ungraded equivalent) who were enrolled in the school.

Regular scheduling - the counts should be based on October 1, 2021 (or the closest school day to October 1). For these schools, high-school level credit recovery classes in mathematics courses, science courses, computer science courses, or data science courses, that existed on October 1, 2021 (or the closest school day to October 1), should be counted.

Block scheduling that allows a full-year course to be taken in one semester - the counts should be based on the sum of a count taken on October 1, 2021 (or the closest school day to October 1) in the first block, and around March 1, 2022 in the second block. For these schools, high-school level credit recovery classes in mathematics courses, science courses, computer science courses, or data science courses, should be counted based on the sum of a count taken on October 1, 2021 (or the closest school day to October 1) in the first block, and around March 1, 2022 in the second block.

**16. Should students enrolled in credit recovery classes be included in the following COUR module tables when the subject matter is applicable?**

**COUR-6a: High School Student Enrollment in Algebra I - Grades 9 & 10**

**COUR-6b: High School Student Enrollment in Algebra I - Grades 11 & 12**

**COUR-7a: High School Students who Passed Algebra I - Grades 9 & 10**

**COUR-7b: High School Students who Passed Algebra I - Grades 11 & 12**

**COUR-9a: Student Enrollment in Mathematics Courses in High School - Algebra II**

**COUR-9b: Student Enrollment in Mathematics Courses in High School - Advanced Mathematics**

**COUR-9c: Student Enrollment in Mathematics Courses in High School - Calculus**

**COUR-9d: Student Enrollment in Mathematics Courses in High School - Geometry**

**COUR-11a: Student Enrollment in Science Courses - Biology**

**COUR-11b: Student Enrollment in Science Courses - Chemistry**

**COUR-11c: Student Enrollment in Science Courses - Physics**

**COUR-17: Student Enrollment in Computer Science Courses**

Students enrolled in high school-level credit recovery classes that were included in the Classes in Mathematics Courses in High School item, Classes in Science Courses item, Classes in Computer Science Courses item, and Classes in Data Science Courses item, should be reported in the high school-level student enrollment in: Algebra I, mathematics courses, science courses, computer science courses, and data science courses items. These students should also be reported in the high school students who passed Algebra I items.

**17. Should Dual Enrollment Program students be included in the COUR-9: Student Enrollment in Mathematics Courses in High School, COUR-11: Student Enrollment in Science Courses tables, and/or COUR-15: Student Enrollment in Computer Science Courses tables?**

Yes, Dual Enrollment Program students should be reported in the COUR-9, COUR-11, and COUR-15 tables, when applicable.

### When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

### Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

### When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

### When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in the on-screen data entry.**

### When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a quick plan or [action plan](#).

**Partner Support Center**  
(855) 255-6901  
Email: [crdc@aemcorp.com](mailto:crdc@aemcorp.com)