

Ministry of Education

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**MEMORANDUM TO:** Directors of Education  
Secretary-Treasurers of School Authorities  
Principals of Secondary Schools  
Principals of Provincial and Demonstration Schools

**FROM:** Steve Marshall  
Deputy Minister

**DATE:** October 16, 2008

**RE:** **Guidelines for Dual Credits Earned by Students in Approved Dual Credit Programs**

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The purpose of this memorandum is to provide the procedures and ministry-approved list of dual credit course codes for use by principals in awarding and recording credits earned by secondary school students enrolled in dual credit programs as approved through the School-College-Work Initiative (SCWI) for the 2008-09 school year.

SCWI is co-funded by the Ministry of Education and the Ministry of Training, Colleges and Universities, and co-managed under the leadership of the Council of Ontario Directors of Education and the Committee of (College) Presidents. SCWI and its infrastructure of 16 Regional Planning Teams involve high school teachers and administrators and college faculty and administrators. Only students in approved School-College-Work Initiative dual credit programs may count dual credits toward the OSSD, following the provisions set out in the attached guidelines.

In 2008-09, SCWI is funding 171 dual credit programs, involving all 70 district school boards with secondary schools, all 24 colleges of applied arts and technology and approximately 4500 secondary school students. All programs are based on collaboration and partnership between school boards and colleges.

### **Procedures and Timelines for Approved Dual Credit Programs**

The guidelines for use by principals of secondary schools when awarding and recording dual credits are provided in the attached document: *Procedures and Timelines for Approved Dual Credit Programs* (see attachment 1). In addition, the ministry approved dual credit course codes for college-delivered courses and programs for 2008-09 are provided (see attachment 2).

As noted, only students in approved School-College-Work Initiative dual credit programs may count dual credits toward the OSSD, following the provisions set out in the attached guidelines. SCWI dual credit programs are intended for secondary students with the potential to succeed and earn the OSSD and who face the biggest challenges to academic success within the traditional program offerings. For these students, dual credit learning opportunities are serving to be effective in student retention, engagement and success.

A student may earn no more than four optional credits toward the OSSD for college or apprenticeship in-school courses outside the Ontario curriculum taught by a college professor or instructor. Other courses that are team-taught by a secondary school teacher with a college professor or instructor, and that are based on existing Ontario secondary curriculum with an existing ministry course code, are not subject to this limit of four dual credits. These team-taught courses based on existing Ontario secondary curriculum are a vital part of dual credit programming and will also result in credit in the college but are not included in the calculation of the maximum of four dual credits.

Principals of secondary schools will use new ministry-defined course codes for the recording of student achievement on the Ontario Provincial Report Card and the Ontario Student Transcript.

All funded dual credit programs include a role for secondary school teachers, including those courses outside the Ontario curriculum taught by college professors and instructors. Funding support for secondary teacher instructional costs for all approved 2008-09 dual credit program approaches will be provided through the Grants for Student Needs (GSN). All dual credit courses will count toward pupil full-time equivalency (FTE) through the GSN in 2008-09. See attachment 3: Assistant Deputy Ministers' Memorandum of January 11, 2008.

### **Credits for External Credentials in Relation to the Overall Maximum Number of Dual Credits a Student May Earn**

Some students may also receive credit for ministry-approved external credentials from music conservatories (see Policy and Program Memorandum No. 133). Students may earn up to two optional credits in this manner and such credits must be included when determining how many dual credits may be granted. Under the guidelines, students may earn up to a maximum of four optional credits through: dual credit courses outside the Ontario curriculum delivered by college professors or instructors, or a combination of such dual credits and up to two credits for external (music) credentials.

In closing, I thank each of you for your ongoing leadership and support on behalf of Ontario learners. This is indeed an exciting time to be working in the service of a strong, vibrant system of publicly-funded education, and one that increasingly provides students with seamless links and transition supports for continued success in their chosen postsecondary program pathway. To this end, the level of collaboration and partnership between and among secondary and postsecondary educators that is represented in the 171 dual credit programs on offer to students this year is noteworthy and truly impressive. It is a credit to each of you as system leaders reaching out to and supporting your staff in working with their peers in the college and apprenticeship sectors on a shared vision for student success.

I wish you a successful school year and look forward to future opportunities to hear more about your firsthand experiences with the dual credit program and other components of our Student Success strategy/Learning to 18 initiative.

Steve Marshall

Attachments (3)

- c George Zegarac, Assistant Deputy Minister
- Dominic Giroux, Assistant Deputy Minister
- Marie-Lison Fougère, Assistant Deputy Minister
- Kevin French, Assistant Deputy Minister
- College Presidents
- College Vice-Presidents Academic
- Colleges Ontario
- Council of Ontario Directors of Education
- SCWI Co-Management Team
- SCWI Regional Planning Team Chairs
- School Board Student Success Leaders
- Regional Managers