

## GUIDELINES FOR IMPLEMENTING POST-SECONDARY AND SENIOR YEARS DUAL CREDITS FOR ADULT LEARNING CENTRES (ALCs)

### ALC Responsibilities:

1. Decide whether to participate in the dual credit option. Funding is a local matter.
2. Initiate discussions with the post-secondary institutions to explore the possibilities of dual credits. If substituting a post-secondary credit for a compulsory senior years course, the college or university credit must meet or exceed the requirements of the compulsory course.
3. Inform Adult Learning and Literacy (ALL) of dual credit offerings so that the EIS database can accommodate the registration of these credits.
4. Register courses with ALL using the *Dual Credit Registration Form* signed off by:
  - ALC Education Director and
  - Authorized Representative of the School Division, or Authorized Representative of the Educational Partner, or in the case of “stand-alone” ALCs, Authorized Representative of the not-for-profit organization/band council/educational authority, etc. and
  - Authorized Representative of Post-Secondary Institution.
5. The deadline for application for registration is one month prior to the start of the dual credit course.

### Manitoba Advanced Education and Literacy Expectations:

1. Senior Years learners may take a maximum of 5 post-secondary dual credits.
2. The content of a post-secondary course must be at least 50% different from other courses the learner has taken.
3. Post-secondary courses should lead to a post-secondary degree/diploma/certificate and are not to include upgrading courses.
4. Post-secondary courses may be taken as optional or compulsory credits.
5. Learners are not required to write the subject area standards test for compulsory credits.
6. Post-secondary courses may be taken at any time (e.g. first semester, second semester, full year, intersession, or summer) as long as they are registered with ALL.
7. The Department requires a *Dual Credit Registration Form* for each of the post-secondary course offerings. Upon receipt of the registration form, ALL will inform the ALC of the course code to use for reporting marks.
8. Dual credit registration is renewed annually.

### Other Considerations:

1. To make appropriate choices, learners need to be aware of the differing requirements of post-secondary institutions.
2. Learners should check to be sure that courses taken from institutions outside of Manitoba will be accepted at post-secondary institutions within Manitoba, or that credits earned from one Manitoba institution will be accepted by another provincial institution.
3. If an ALC chooses not to participate, a learner could initiate a dual credit course on his/her own. The ALC is required to complete the necessary paperwork required and report the credit on the learner's transcript.
4. While the dual credit opportunity allows for taking post-secondary courses instead of compulsory courses at Grade 12, learners may be required by the university or college to complete the Manitoba compulsory requirements first before taking the post-secondary credit.
5. Should learners complete the Senior Years compulsory credit first, courses taken at the post-secondary level would be considered optional courses.