

## **GUIDELINES FOR IMPLEMENTING POST-SECONDARY AND SENIOR YEARS DUAL CREDITS**

### **SCHOOL RESPONSIBILITIES:**

1. Decide whether to participate in the dual credit initiative. Funding is a local matter.
2. Discuss with Advisory Council for School Leadership/Parent Councils the dual credit opportunity available to Senior Years students.
3. Initiate discussions with the post-secondary institutions to explore 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.
4. Inform Manitoba Education of dual credit offerings so that the EIS database can accommodate the registration of these credits.
5. Register courses with the Department using Dual Credit Registration form signed off by the principal and superintendent for each course before the Department registration deadlines.

### **MANITOBA EDUCATION POLICY EXPECTATIONS:**

1. Senior Years students may take a maximum of five (5) post-secondary credits.
2. The content of a post-secondary course must be at least 50% different from other courses the student has taken.
3. Post-secondary courses would not be upgrading courses but should lead to a diploma/certificate.
4. Post-secondary courses may be taken as optional or compulsory credits.
5. Students 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 the Department.
7. The Department's dual credit registration deadlines are June 30<sup>th</sup> for the first semester and December 1<sup>st</sup> for the second semester.
8. The Department requires a Dual Credit Registration form for each of the post secondary course offerings. Upon receipt of the registration form, the Department will inform the school of the course code to use for reporting marks.

### **OTHER CONSIDERATIONS:**

1. To make appropriate choices, students and their parents need to be made aware of the differing requirements of post-secondary institutions.
2. Parents and/or students 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 a school chooses not to participate, a student could initiate a dual credit course on his/her own. The school is required to complete the necessary paperwork required and report the credit on the student's transcript.
4. While the dual credit opportunity allows for taking post-secondary courses instead of compulsory courses at Grade 12, students may be required by the university or college to complete the Manitoba compulsory requirements first before taking the post-secondary credit.
5. Should students complete the Senior Years compulsory requirements first, courses taken at the post-secondary level would be considered optional courses.
6. Within the Technology Education Program, the cluster of eight (8) courses may include both Senior Years and post-secondary courses. All courses would be eligible for unit credit funding; however, categorical grants would require some discretion on the part of the Department based on the course offerings and the teaching location.