

Policy for Recognizing Post-Secondary Courses for Dual Credit

Post-secondary courses may be offered to students while they are attending high school or an adult learning centre. Upon the successful completion of a post-secondary course, a student earns a post-secondary credit that counts toward fulfilling the credit requirements for high school graduation.

1. Post-secondary institutions, school divisions/districts, and adult learning centres will act in partnership, by means of an agreement or a contract, to offer post-secondary courses to high school students.
2. Post-secondary courses cannot be blended with existing high school courses.
3. A post-secondary course must be an optional course for students; it cannot be offered in lieu of a compulsory high school course.
4. A post-secondary course (indicated as “42U” for a university course or “42C” for a college course) must be registered with the department prior to students being enrolled in the course. For this registration to occur, schools must submit a *Post-Secondary Course Registration Form for Dual Credit* (available online at https://www.edu.gov.mb.ca/k12/policy/gradreq/docs/dc_form_17.pdf) to the department at least one month prior to the start of a course, and each course must be renewed annually.
5. Post-secondary courses registered for dual credit will not be recognized for students who have already obtained a high school diploma.
6. Schools, school divisions/districts, and adult learning centres will work with post-secondary institutions to provide information to students and parent(s)/caregiver(s) regarding post-secondary institution requirements and policies (e.g., general admission requirements).
7. Schools, school divisions/districts, and adult learning centres will provide ongoing support to high school students who are registered in post-secondary courses for dual credit.
8. There is no limit to the number of post-secondary courses that can count toward the optional credit requirements for high school graduation.
9. Course credit value equivalencies are as follows (or as agreed upon by the post-secondary institutions, school divisions/districts, and the department):
 - a 3-credit-hour post-secondary course is equal to a 0.5 credit (55-hour) high school course
 - a 6-credit-hour post-secondary course is equal to a 1.0 credit (110-hour) high school course
10. Students who have not successfully completed a post-secondary course (i.e., who have failed or withdrawn from the course), as defined by the post-secondary institution, cannot be awarded a high school credit for the course.
11. The post-secondary institution awards the final mark for a course and provides the high school student with a post-secondary institution transcript. When a student passes a course, the high school principal or adult learning centre education director records the mark as “Standing” (S) in the student’s school or adult learning centre transcript and does not include it in the calculation to determine honour roll, awards, and scholarships. When a student fails or withdraws from a course, nothing will be recorded in the student’s school or adult learning centre transcript.