

Policy for Recognizing Post-Secondary Courses for Dual Credit

Post-secondary courses can be offered to students while they are attending high school or an Adult Learning Centre (ALC). 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 (PSIs), school divisions (SDs), and ALCs will act in partnership, by means of an agreement or a contract, to offer post-secondary courses to secondary 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 by Manitoba Education and Training 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* 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, SDs, and ALCs will work with PSIs to provide information to students and parents regarding PSI requirements and policies (e.g., general admission requirements).
7. Schools, SDs, and ALCs will provide ongoing support to secondary 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 PSI, SD, and Manitoba Education and Training):
 - 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 Students who have not successfully completed a post-secondary course (who have failed or withdrawn from the course), as defined by the PSI, cannot be awarded a high school credit for the course.
11. The PSI awards the final mark for a course and provides the secondary student with a PSI transcript. When a student passes a course, the high school principal (or ALC education director) records the mark as “Standing” (S) in the student’s school (or ALC) 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 ALC) transcript.