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

FROM: Kevin Costante  
Deputy Minister

DATE: September 30, 2009

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

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 2009-10 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 2009-10, SCWI is funding 300 dual credit programs, involving all 70 district school boards with secondary schools, all 24 colleges of applied arts and technology and approximately 7500 secondary school students. All programs are based on collaboration and partnership between school boards and colleges.

Included are two attachments for use by principals of secondary schools when awarding and recording dual credits. These include: Procedures and Timelines (see attachment 1) and College-delivered dual credit course codes (see attachment 2) for Approved 2009-10 School College Work Initiative (SCWI) Dual Credit Programs. Directors are asked to ensure that all secondary school principals are aware of the policy and procedural details that are contained in the document. There are no significant changes to the guidelines since last year, however; minor revisions are highlighted by shading applied to the appended text for quick reference.
Of particular note are the following elements:

- The essential role of a secondary school dual credit teacher ranges from providing direct instruction to support and supervision of students in courses outside the Ontario curriculum taught by college faculty.

- Funding support for secondary teacher instructional costs for all approved 2009-10 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 as per the Assistant Deputy Ministers’ Memorandum of January 11, 2008 http://cal2.edu.gov.on.ca/jan2008/SCWIDualCredit.pdf.

- School course calendars should include reference to available dual credit programs. Details can be found in the Procedures and Timelines document appended.

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

As we better align our strategies in support of improving student achievement we can move forward with confidence and optimism. This is thanks in large part to your commitment and leadership in supporting your teachers and administrators in their collaborative work with peers in the college and apprenticeship sectors towards a shared vision. As we strive to make Reaching Every Student a reality for all students in Ontario, your sustained efforts in expanding learning opportunities are instrumental.

Dual credit programs help to engage students, who are more successful when they see the relevance of what they are learning to their interests and future plans. The response by boards, colleges and partners to the application process has led to an impressive increase in dual credit programs being offered to students in the 2009-10 school year. This emphasizes the level of collaboration and partnership between and among secondary and post-secondary institutions. The Ministry will continue to support the School College Work Initiative (SCWI) towards deeper implementation, examining data and supporting professional dialogue among boards, colleges and regional planning teams.

Thank you for your dedication and commitment to student success.

ORGINAL SIGNED BY

Kevin Costante

Attachments (2)

c Mary Jean Gallagher, Assistant Deputy Minister
Raymond Théberge, Assistant Deputy Minister
Marie-Lison Fougère, Assistant Deputy Minister
Laurie LeBlanc, 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