

Ministry of Education

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

**FROM:** Philip Steenkamp  
Deputy Minister (Acting)

**DATE:** September 17, 2007

**RE:** **Interim Guidelines for Dual Credits Earned by Students in  
2007-08 in Approved Dual Credit Projects**

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The purpose of this memorandum is to provide policy direction for the 2007-08 school year for dual credit programs approved through the School-College-Work Initiative (SCWI) and for the recording of credits earned by secondary school students in the 150 projects. 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.

In 2007-08, SCWI is funding 150 dual credit projects, involving 67 of 72 district school boards, all 24 colleges of applied arts and technology and approximately 4300 secondary school students. All projects are based on collaboration and partnership between school boards and colleges, as was the case for last year's 65 funded projects.

### **Interim Procedures and Timelines for Approved Dual Credit Projects 2007-08**

The interim guidelines for use by principals of secondary schools when awarding and recording dual credits in 2007-08 are provided in the attached document: *Interim Procedures and*

*Timelines for Approved Dual Credit Projects 2007-08* (see attachment 1). In addition, the temporary dual credit course codes for college-delivered courses and programs for 2007-08 are provided (see attachment 2).

Only students in approved School-College-Work Initiative 2007-08 dual credit projects are eligible to be granted dual credits by their secondary school principals to count toward the OSSD, following the provisions set out in the attached interim guidelines.

Identical to last year, a student may earn no more than four optional credits toward the OSSD for college or apprenticeship in-school training outside the Ontario curriculum taught by a college professor or instructor. Other courses that are team-taught by a secondary school teacher with a college professor or instructor, and that are based on existing Ontario secondary curriculum with an existing ministry course code, are not subject to this limit of four dual credits. These team-taught courses based on existing Ontario secondary curriculum are a vital part of dual credit programming and will also result in credit in the college but are not included in the calculation of the maximum of four dual credits.

Principals of secondary schools will recognize dual credit courses outside the Ontario curriculum taught by college professors and instructors within the 2007-08 approved projects and use new ministry-defined course codes for the recording of student achievement on the Ontario Provincial Report Card and the Ontario Student Transcript. Guiding principles for all funded dual credit projects ensure that all delivery approaches to dual credits involve a dedicated role for secondary schools and secondary school teachers, including those courses outside the Ontario curriculum taught by college professors and instructors.

### **Credits for External Credentials**

Some students may also receive credit for ministry-approved external credentials from music conservatories (see Policy and Program Memorandum No. 133). Students may earn up to two optional credits in this manner and such credits must be included when determining how many dual credits may be granted. Under the interim guidelines for 2007-08, students may earn up to a maximum of four optional credits through: dual credit courses outside the Ontario curriculum delivered by college professors or instructors, or a combination of such dual credits and up to two credits for external (music) credentials.

In closing, I thank each of you for your ongoing leadership and support on behalf of Ontario learners. The level of collaboration and partnership between and among secondary and postsecondary educators that is represented in these 150 dual credit projects is noteworthy and truly impressive. It is a credit to each of you as system leaders reaching out to and supporting your staff in working with their peers in the college and apprenticeship sectors.



Philip Steenkamp

Attachments (2)

- c George Zegarac, Assistant Deputy Minister
- Dominic Giroux, Assistant Deputy Minister
- Janet Mason, Assistant Deputy Minister
- Kevin French, Assistant Deputy Minister
- College Presidents
- College Vice-Presidents Academic
- SCWI Co-Management Team
- SCWI Regional Planning Team Chairs
- School Board Student Success Leaders
- Regional Managers