

**Procedures and Timelines
for documentation of college-delivered courses
which will count for Dual Credit**

**SCWI Phase 10 Pilot Projects
2006- 2007**

For a college credit course* or Level 1 apprenticeship in-school curriculum standards taken by a secondary school student enrolled in a board, delivered solely by a college professor or instructor.

(A college credit course, for the purposes of the SCWI Phase 10 Request for Proposals, is a college preparatory course or a Year 1 course.)*

Sample Formats for Dual Credit Temporary Ministry Course Codes and Ministry Course Titles	Page 2
Procedure for Reporting Dual Credits on the Provincial Report Card	Page 3
Ontario Student Record (OSR) Filing Procedures	Page 4
Procedure and Timelines for Colleges to Report Dual Credit(s) to Secondary School Principals	Page 4

**Sample Dual Credit Temporary Ministry Course Code and Ministry
Course Title**

For a College Preparatory and Year 1 Course

YAB4T Northern C: Introduction to Business BU1003

Temporary Ministry Course Code: YAB4T

The temporary Ministry course code consists of 5 characters.

- Dual credit Year 1 course codes will begin with the letter “Y”.
- The first three characters provide the Ministry course title which includes the name of the college.
- The fourth character indicates the grade; for example, grade 12 is “4”.
- The fifth character indicates course type “T” for equivalent learning.

Ministry Course Title: Northern C: Introduction to Business BU1003

- The Ministry course title will begin with the name of the college.
- The name of the college will be followed by the name of the course “Introduction to Business” and college course code “BU1003”.

Note: All college preparatory and year 1 courses will list the name of the college and course code in the Ministry course title.

**Sample Dual Credit Temporary Ministry Course Code and Ministry
Course Title**

For a Level 1 Apprenticeship Course

OZX4T Level 1 App: Automotive Service Technician 310S

Temporary Ministry Course Code: OZX4T

The temporary Ministry course code consists of 5 characters.

- Dual credit Level 1 Apprenticeship course codes begin with the letter “O”.
- The first three characters provide the Ministry course title which includes the name of the apprenticeship.
- The fourth character indicates the grade; for example, grade 12 is “4”.
- The fifth character indicates course type “T” for equivalent learning.

Ministry Course Title: Level 1 App: Automotive Service Technician 310S

- The Ministry course title will begin with Level 1 App: followed by the name of the apprenticeship and provincial apprenticeship code.

- Apprenticeship course codes and course titles are generic and used for all colleges.

Note: All Level 1 Apprenticeship Dual Credit Temporary Ministry Course Codes will be generic. No college name will occur in the course title.

Procedure for Reporting Dual Credits on the Provincial Report Card

The Provincial Report Card shall be completed under the direction of the principal for each dual credit course taken by a student enrolled in an Ontario secondary school. Indicate the information on the provincial report card as follows:

Ministry Course Title: Indicate the Ministry Course Title for the Dual Credit as listed on the Ministry’s list of temporary dual credit course codes.

Temporary Ministry Course Code: Indicate the dual credit temporary Ministry course code. College preparatory and year one dual credit courses begin with “Y”. Level 1 Apprenticeship dual credit courses begin with the letter “O”. *(Course codes used as temporary placeholders must be replaced with the ministry dual credit course code.)*

Teacher: Place “College Instructor” on this line.

Percentage Grade: Indicate on the final report card, the percentage grade that is reported on the college record sent to the principal.

Course Median: Place “NA” in this box.

Credit Earned: Indicate the credit value listed on the ministry’s approved list of dual credits.

Comments:

1. **First Report:** Place the following comment in this box – “Refer to the college record provided at the completion of the dual credit course for more information”.

2. **Final Report:** Place the following comment in this box – “Refer to the college record provided at the completion of the dual credit course for more information”.

Attendance and Learning Skills Boxes: Place “NA” in these boxes.

Ontario Student Record (OSR) Filing Procedures

- a) A completed Provincial Report Card will be filed in the student's OSR following each reporting period (as is the normal procedure).
- b) Upon receiving the college record, the principal will record the student's standing on the Ontario Student Transcript (OST).
- c) A copy of the college record will be filed in the student's OSR.

Procedure and Timelines for Colleges to Report Dual Credit(s) to Secondary School Principals

College Fall Term Courses (Semester 1 for secondary schools)

College records, complete with final mark for students enrolled in Semester 1 dual credit college courses, will be forwarded to secondary school principals no later than February 1, 2007.

College Winter Term Courses (Semester 2 for secondary schools)

College records, complete with final mark for students enrolled in Semester 2 dual credit college courses, will be forwarded to secondary school principals no later than May 31, 2007.