
Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

[Alternative Senior Years Credits](#)

[Graduation Requirements](#)

[Organization for Instruction](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba Regulation 167/99 \(High School Graduation Requirements\)](#)

[Policy for Recognizing Post-Secondary Courses for Dual Credit \(Manitoba Education\)](#)

The Interlake School Division (ISD) supports the offering of post-secondary opportunities to high school students where possible. Upon the successful completion of a post-secondary course, a student earns a post-secondary credit which counts toward fulfilling the optional credit requirements for high school graduation.

A. Procedures

1. Post-secondary institutions and school divisions 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 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 of Education 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 will work with post-secondary institutions to provide information to students and parents regarding requirements and policies (e.g., general admission requirements).
7. Schools 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 post-secondary institution, the Division and Manitoba Education):
 - a) a 3 credit hour post-secondary course is equal to a 0.5 credit (55-hour) high school course;
 - b) 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 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 secondary student with a post-secondary institution transcript. When a student passes a course, the high school Principal records the mark as “Standing” (S) in the student’s school 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 transcript.

B. School Responsibilities

Before schools enter an agreement with a post-secondary institution to facilitate dual credits, the following should be considered:

1. Decide whether to participate in the dual credit initiative understanding that the funding for the course is the student’s/parent’s/guardian’s responsibility.
2. Discuss the credit with students, parent advisory council, staff and senior administration.
3. Initiate discussion and send a letter of intent to the post-secondary institutions to explore possibilities of dual credits. If offering a post-secondary credit for a compulsory high school course, the college or university credit must meet or exceed the requirements of the compulsory course.
4. Ensure that instructors meet the requirements of the post-secondary institution.
5. Ensure that students meet the post-secondary requirements for studying a dual credit course.
6. Submit a [Post-Secondary Course Registration Form for Dual Credit](#) to the Department of Education at least one month prior to the start of a course.
7. Inform the Department of Education of dual credit offerings so that the EIS database can accommodate the registration of these credits and forward the code to the school.
8. Establish an information meeting between the students, parents/guardians and the institution delivering the course.

9. Where a student initiates a dual credit course on his/her own, the school will complete the necessary paperwork required and report the credit on the student's transcript.

C. Other Considerations

1. Students should complete the high school compulsory requirements first as courses taken at the post-secondary level are considered optional courses.
2. Within the technology education program, the total of six (6) courses may be included as optional credits which may include dual credits. All courses would be eligible for unit credit funding; however, categorical grants would require some discretion on the part of the Department of Education based on the course offerings and the teaching location.
3. Parents should check to be sure that credits earned from one Manitoba institution will be accepted by another provincial institution and understand that requirements may differ between institutions.