

Administrative Procedures Manual	Administrative Procedure 366
	Student Participation in Dual Credit Learning
Page 1 of 2	APPROVED: June 2015
	AMENDED/REVIEWED: September 2019, October 2018, September 2015
LEGAL REFERENCE:	Section 18, 22 Education Act Alberta Dual Credit Framework (2017), Off Campus Handbook, AB Education, AP260, Form 260-6, AP367

Background

The Government of Alberta working in partnership with schools, communities, post-secondary institutions and industry to offer a wide range of learning opportunities for students. The Provincial Dual Credit Framework gives students access to opportunities to personalize their high school experience and build on or discover their career passions and interests.

The Provincial Dual Credit Framework assists school jurisdictions, post-secondary institutions, and business/industry/community partners in expanding or creating dual credit opportunities that:

- Increase learner retention and high school completion rates
- Increase participation of young adults in post-secondary programs
- Assist students in making meaningful connections to the labour market
- Effectively operationalize, support, and foster sustainable dual credit programming¹

Grande Prairie Public School Division collaborates with post-secondary partners to determine post-secondary courses that are available under Dual credit.

Definitions

Dual Credit: “Programming authorized and funded by Alberta Education in which grade 10, 11, or 12 students can earn both high school credits and credits that count toward post-secondary certificate, diploma, or degree, including journeyman certificate.”²

Single Enrolled Course: “instructed by an Alberta certified teacher who has the credentials to teach the course. Single enrolled courses are generally CTS Apprenticeship Pathways courses for which students receive credits on their high school transcript.”³

Dual Enrolled Course: “instructed and/or supervised by both a post-secondary instructor and an Alberta certified teacher. Students may receive credits on both their high school and post-secondary transcript if all assessment requirements are met”.⁴

¹ Alberta Education, Alberta Dual Credit Framework 2017
² Alberta Education, Alberta Dual Credit Framework 2017
³ Alberta Education, Alberta Dual Credit Framework 2017
⁴ Alberta Education, Alberta Dual Credit Framework 2017

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Procedures

1. Principals will ensure that the guidelines outlined in the Alberta Dual Credit Framework (2017) are followed.
2. Principals will approve the enrollment of a student in dual credit programming.
3. Preference will be given to students who are enrolled in a full time, yearlong high school programming who have not yet received their high school diploma.
4. Preference will be given to students who are applying to Dual Credit courses which are not offered in GPPSD high schools.
5. Students will not be considered for Dual Credit placement in a course aligned to a high school course they have already received credit for.
6. When applying to a multiple year dual credit program, students must meet the age requirements as outlined in the Education Act, Guide to Education and any other relevant legislation for the duration of the program.
7. The following criteria will be considered when determining the enrollment of a student in a dual credit program:
 - 7.1 regular attendance,
 - 7.2 academic ability to complete course work,
 - 7.3 commitment to the program (academic and work experience components),
 - 7.4 teacher reference may be requested.
8. Students will be responsible for their own transportation to the dual credit site(s) and need to complete [Form 260-6 Transportation for Off-Site School Sponsored Activities](#) as per [Administrative Procedure 260](#) and [Administrative Procedure 260 Appendix B](#).
9. Students will be supervised and assessed by a Grande Prairie Public School Division teacher.
10. Students are required to pay a \$300 caution fee. Refer to [Administrative Procedure 367 Dual Credit Caution Fees](#).
11. Learning Resource Fees (LRF), set by the post-secondary institution, (textbooks, tools, safety equipment etc.) for dual credit courses are the responsibility of the student and non-refundable.