

MEMORANDUM

DATE: Winter 2019 Term
TO: Secondary School Principals at Schools with Dual Credit
FROM: Tracy Norris, Acting Manager Academic Partnerships
SUBJECT: OYAP Transcript of Academic Record

Enclosed you will find Transcript of Academic Record(s) for your student(s) who attended Algonquin College for an OYAP program. Please note the following:

Reporting Student Achievement

- Enclosed is one copy of the Transcript of Academic Record for each student. This should be filed in the student's **OSR**. Should a student require a copy for their personal records they are able to print one out via the Algonquin College Student Information System (ACSIS) <https://acsis.algonquincollege.com/students/>
- The cumulative GPA of all the courses within the Level 1 program is to be used to calculate the student's **OST entry**. (see detail below)
- Student Services should have an electronic copy of the Excel file containing all of the Dual Credit 'link' codes as developed by the Ministry of Education. This 'link' code is to be entered onto the student's OST and denotes their completion of the Dual Credit course. If your Student Services Department does not have this file, they can access a digital listing of codes on the Academic Partnerships website: <http://www.algonquincollege.com/ap/link-codes/>.
- To maintain consistency, in collaboration with the Algonquin College Registrar's Office and the School Boards, we provide the following marks to be allocated to the OYAP program GPA that Algonquin College issues:

Term GPA 4.0 = 95%	Term GPA 2.7 – 2.9 = 71%	Term GPA 1.2 – 1.39 = 55%
Term GPA 3.8 – 3.9 = 87%	Term GPA 2.3 – 2.69 = 68%	Term GPA 1.0 – 1.19 = 51%
Term GPA 3.6 – 3.79 = 82%	Term GPA 2.0 – 2.29 = 65%	Term GPA 0.0 – 0.99 = 30%
Term GPA 3.3 – 3.59 = 78%	Term GPA 1.7 – 1.9 = 61%	
Term GPA 3.0 – 3.29 = 75%	Term GPA 1.4 – 1.69 = 58%	

Regarding OYAP Level 1 Programs

- In Level 1 OYAP programs, students take up to 10 (or more) college courses. The cumulative GPA of all the courses is used as the grade for the high school transcript. Students can earn up to 4 secondary school dual credits for a Level 1 program. See the Ministry of Education 'link' code excel sheet for associated **credit values**.
- Students need to earn a minimum 1.7 GPA (C-) and no grades below C- to earn their Level 1 **AND** all associated high school credits.
- A student who has any grades below a C- would **not** earn their level one, but **COULD** still earn a portion of their Dual Credit as long as their overall GPA is still above a 1.0 (D-). If this applies to your student, the decision of granting one credit for partial completion is based on the opinion of their Dual Credit support teacher, in conversation with the College instructor, the OYAP representative at your School Board, any associated Student Success committee member and with the agreement of your High School Principal. In such cases, the entry on the student's OST will include the word's 'partial completion' in front of the name of the Level 1 program.

Regarding the OYAP Level 1 Cook Program

- Students can earn up to 3 secondary school credits for this Level 1 program. As per the above, if a student has any grades below a C- they would not earn their Level 1, but **COULD** still earn a portion of their dual credits as long as their overall GPA is still above a 1.0 (D-). To maintain consistency across the school boards, the following is recommended for the allocation of high school apprenticeship cook credits:

Number of College courses passed (with minimum C-) (out of 6)	Recommended secondary school credits earned (out of 3)
6	3
3-5	2
1-2	1

Please see <http://www.edu.gov.on.ca/eng/teachers/studentssuccess/DualCreditPro.pdf> for the "Dual Credit Programs: Policy and Program Requirements 2013" document, as published by the Ontario Ministry of Education. Pages 18-23 focus on the policies which surround the reporting of student achievement in Dual Credit courses.

We appreciate your attention to the above tasks, as well as to the enclosed information. We would like to thank you and your staff for all the work you have done to support the continued success of the program and the success of your participating students. If you or your staff have any questions or concerns, please contact me using the information below.

Sincerely,

- Tracy

Tracy Norris | Academic Partnerships | Acting Manager

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