

## MEMORANDUM

**DATE:** Winter & Spring 2020 Term  
**TO:** Secondary School Principals at Schools with Dual Credit students  
**FROM:** Tracy Norris, Acting Manager Academic Partnerships  
**SUBJECT:** Dual Credit Term Grade Reports

Enclosed you will find Term Grade Report(s) for your student(s) who attended Algonquin College for a Dual Credit course.

**Please note the following:**

**Reporting Student Achievement**

- Enclosed is 1 copy of the College Term Grade Report (TGR) for each student. The letter grade as marked is to be used to calculate the student's **OST entry** EXCEPT for the Team-taught delivery method in which there is a separate high school and college grade.
- The TGR should be filed in the student's **OSR**.
- Should a student require copy for their personal records, they are able to request one at no cost, via the Algonquin College Student Information System <https://acsis.algonquincollege.com/students/>
- 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 letter grades that Algonquin College issues:

A+= 95	B = 76	C- = 62	F = 30 (failed)
A = 89	B- = 72	D+ = 59	W= withdrawn
A- = 84	C+= 69	D = 56	
B+= 79	C = 66	D- = 52	

**Link Codes for Integrated and Congregated Dual Credit courses:**

- 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 via the SCWI website <http://scwi.ca/scwi/coursecodes.php>

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 23-28 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 at the below email.

Sincerely,

Tracy Norris | Academic Partnerships | Acting Manager  
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