

Algonquin College Dual Credit Handbook

A Guide for Algonquin College Faculty

Section 1: About Algonquin's Dual Credit Program

What is a Dual Credit Program?

Dual Credit programs are ministry-approved programs that allow students, while they are still in high school, to take college or apprenticeship courses that count towards the Ontario Secondary School Diploma (OSSD) and a postsecondary certificate, diploma, degree or a Certificate of Apprenticeship.

Students may earn credits towards their secondary school diploma through courses delivered entirely or partially by publicly funded colleges in Ontario that are participating in a ministry-approved Dual Credit program. Students may earn up to four optional credits through college-delivered courses.

Types of Delivery

Dual Credit courses at Algonquin follow several models, but all courses are part of the full-time program offerings. The selection of courses offered to high school students is determined by Program Coordinators and/or Chairs (not by the Dual Credit Coordinator). Most courses are in Level 1 and are delivered in one of the following manners:

1. **Integrated:** High school students enroll in a College-level course with other College students. Generally two to five seats are available to high school students unless otherwise specified by the department.
2. **Congregated:** High school students enroll in a College-level course delivered to high school students only. Algonquin currently offers full-time courses and Level 1 Apprenticeships in this model.
3. **Team-Taught:** High school students participate in two related courses; one that is delivered through the College and one at the high school. Course outcomes are compared between the high school course and the College course; where gaps exist the respective teacher delivers the content and evaluation; where there are overlaps, both teachers work together to deliver the content and evaluation.

Who can take a Dual Credit?

The Dual Credit program is designed for students in Grade 11 and 12 who have the potential to succeed but are at risk of not graduating from high school, and students who left high school before graduating and are now returning to school.

Students enrolled in approved Specialist High Skills Major (SHSM) programs that include a college delivered course, and students in college-delivered Ontario Youth Apprenticeship Programs (OYAP) and Level 1 apprenticeship training may also earn Dual Credits.

The school board or the Student Success team at the high school determines, on a case-by-case basis, which students will be admitted to a ministry-approved Dual Credit program.

Dual Credit Contact Information

Your main point of contact for the Dual Credit Program is the Office of Academic Partnerships. We are here to help you and ensure that you have the access to relevant program information, policies, procedures and contact information for high school counterparts (if applicable).

A Dual Credit Support Teacher is also assigned to each Dual Credit course and assumes the role of academic advisor and coach for high school students, on behalf of participating high schools. These teachers work closely with all parties to “get-to-know” the students, understand their challenges, and develop a sense of trust, open communication and structure of support to facilitate student success. Your Dual Credit Support Teacher will reach out to you at the beginning of the semester to discuss how you can work together collaboratively. They each have been assigned a College IT account and you are able to add them to Brightspace, if you wish, so they can easily track the students’ progress and grades.

Office of Academic Partnerships

Tel: 613 727 4723 | ext 3492

Email: dualcredit@algonquincollege.com



Section 2: Preparing for your Dual Credit Course

College Calendar

Students will receive a calendar of College dates (closures and holidays) at orientation, which is scheduled prior to the first day of class.

Students must adhere to the College calendar as it relates to their course; the College does not always share the same holiday closures as school boards. For example, students attend their College course during the high school March Break (unless arrangements have been made with the College instructor). This also applies for high school PD days and holidays. Conversely, students would not attend their College course during the College Reading Week, but would still have to attend their co-op placement and/or high school courses.

Class Roster

For integrated courses, at the start of each semester, we will send you a list of Dual Credit students who are enrolled in your course. For all dedicated Dual Credit courses we will provide the names of the Dual Credit Support Teachers who will be in touch with you over the semester. As information changes and/or students withdraw, our office will contact you with any relevant information.

College Technologies

Tuition, IT fees, course materials, e-text fees and more are fully funded by the Dual Credit program and all Dual Credit students therefore receive an Algonquin College student number, live@ac email address, access to Brightspace, ACSIS and the required course materials.

Accidents and Injuries

College faculty are reminded to complete the online [Quick Report](#) form but also to notify the Dual Credit Support Teacher and/or the Manager of Academic Partnerships (613-863-6431 cell for after hours) if there is an accident or injury in the classroom. The Health and Safety Officer will follow-up with the instructor and student as required.

Textbooks, Materials and Tools

College texts and materials become the property and responsibility of the student. Kathy Deugo from the office of Academic Partnerships will order textbooks for all Dual Credit students. While we are remote, any physical copies of the course materials are being mailed to the student's home address. Note that textbooks are paid for by the office of Academic Partnerships.



Release of Information

Dual Credit students (and parents/guardians of students under 18) sign a *Release of Information* waiver with their Dual Credit application which allows the College to communicate academic information to the Dual Credit Support Teacher. Copies of these release forms are held at the student's home high school and are available for verification if required. Contact with parents and guardians should always be through the Dual Credit Support Teacher.

Section 3: Managing your Dual Credit Course

Faculty Absences/Class Cancellations

If you have a last minute emergency and you are unable to teach, please post an announcement on *Brightspace* as soon as possible. Please remind your students to check *Brightspace* regularly for such announcements.

Accommodations and Learning Disabilities

The [Centre for Accessible Learning](#), also known as the CAL, provides academic accommodations and educational support services for students with documented disabilities applying to or attending Algonquin College. Their goal is to provide the necessary accommodations to equalize the opportunity for students to meet their essential course or program requirements.

To begin this process, Dual Credit students must provide the CAL with specific documents concerning their disability and ask that an appointment be made with a counselor. Their documentation will be reviewed and based on this review and the course, CAL will type up a Letter of Accommodation (LOA). The LOA is the official means of notifying professor(s) and program departments of the accommodations students' are entitled to. The LOA does not disclose what the disability is. The counselor will give students multiple copies of their LOA, one for each professor. The original will also be sent to the program Chair, Dean or Program Coordinator.

Student Support Services

Dual Credit students have access to Student Support Services at Algonquin College. Student Support Services provides students with academic help or other support, access to social events or activities, and job or volunteer opportunities.

Dual Credit students who require any Student Support Service or Academic Advising should be referred to the appropriate service:

<http://www.algonquincollege.com/studentsupportservices/>

Student Withdrawal Process

Student withdrawals are managed by the office of Academic Partnerships upon request from the student's high school, and in line with College processes and systems. Students must discuss withdrawals with the assigned Dual Credit Support Teacher and their high school. The Dual Credit Support Teacher will be in touch with for feedback and to share information.

Section 4: Upon completion of the course

Assessment and Reporting

The College faculty is responsible for the assessment and evaluation of student achievement.

College instructors should provide an approved course outline to each student at the beginning of each course, as well as formally document evaluation results, and make these evaluation results accessible to students.

As with all students, at the end of the semester, professors will translate the evaluation results of students into a grade using the College Grading System; and submit the final grades on time to the Academic Administrator for validation using the Grade Reporting Form. The Academic Administrator will then submit the final grades to the Registrar's Office using the Grade Reporting Form.

The Office of Academic Partnerships will request Term Grade Reports from the Registrar's Office so that final marks can be communicated to the student, the Dual Credit Support Teacher and their high school.

Students and the Dual Credit Support Teacher must be given advance warning if a student is at risk of not being successful in a course. Any parental/guardian/secondary school concerns with the college evaluation of Dual Credit students should be directed to the Dual Credit Coordinator in the Office of Academic Partnerships (dualcredit@algonquincollege.com ext. 3492).