



## DUAL CREDIT PROGRAM - PERMISSION AND AGREEMENT

### STUDENT

By signing this agreement, I acknowledge my understanding that I am enrolled in college-level courses and that my work will be graded according to the same standards applied to college students. I understand that the final grade earned in these courses will be entered into my permanent record at NorQuest College. As a NorQuest College dual credit student, I understand and agree to the following:

- Attend classes as scheduled and be punctual with assignments.
- To contact my instructor if am unsure about assignments or if I will be late.
- Meet program homework and study expectations/recommendations as set out by academic advisors and academic staff.
- I am responsible for transportation to and from class *if/as* required.

I understand that I may withdraw from NorQuest College by submitting a completed Withdraw form after having spoken with the Wetaskiwin Regional Public Schools dual credit coordinator and my NorQuest College instructor. The form must then be submitted to Student Services your school, who will pass it on to NorQuest. A "W" will be assigned to the course in the current registration period providing the deadline to withdraw has not passed (please see important dates). Withdrawals processed past the deadline to withdraw from courses will result in a failing "WF" grade.

Please Initial
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Withdrawals will result in Wetaskiwin Regional Public Schools invoicing you \$500 for recovery of the costs related to each course. Additionally, all textbooks must be returned to Wetaskiwin Regional Public Schools or you will be invoiced.

In signing this application, I agree to abide by the regulations governing study with NorQuest College. I understand that I can access the full listing of policies and procedures at [www.NorQuest.ca](http://www.NorQuest.ca).

In accordance with the *Freedom of Information and Protection of Privacy Act*, RSA2000 c. F-25("FOIP"), I authorize NorQuest College to disclose attendance, progress, and marks to my school and school Division for the academic year that I am registered.

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PARENT/GUARDIAN

I give my permission for the above named student to participate in NorQuest College & Wetaskiwin Regional Public School's Dual Credit Program, with the knowledge and understanding of the rigor of post-secondary study and the expectations of attendance, as well as the understanding that the student's first priority is his/her high school completion. I acknowledge that withdrawals will result in Wetaskiwin Regional Public Schools invoicing for \$500 for recovery of the costs related to each course.

Name Printed: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PRINCIPAL & ACADEMIC COUNSELLOR

I acknowledge that the above named student:

- has permission from the high school to participate in the NorQuest College Dual Credit Program;
- has the expected requisites, academic standing, and capacity for success; and
- will be able to enroll in courses through both NorQuest College and high school for the duration of their studies.

Withdrawals will result in Wetaskiwin Regional Public Schools invoicing parents for \$500 for recovery of the costs related to each course.

Name Printed: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Dual Credit Program

### *Letter of Understanding*

**Background:** The *Alberta Dual Credit Framework* identifies dual credit as programming that is 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 a post-secondary certificate, diploma, or degree, including a 'journey person certificate.'

**Objectives, Outcomes, and Goals:** In alignment with Alberta's dual credit program, the objectives and outcomes for establishing a dual credit partnership are:

- Increase learner retention and completion of high school programs.
- Increase participation of young adults in post-secondary programs.
- Assist young adults in making meaningful connections to current and emerging labour markets.

**Dual credit helps students to:**

- get a jump start on their post-secondary education while still in high school
- complete high school
- transition to post-secondary studies or move into the world of work
- potentially complete post-secondary with less financial debt

**General:**

By signing this agreement, I acknowledge my understanding that I am enrolled in post-secondary level courses. I understand that the final grade earned in these courses will be entered into my permanent record at the post-secondary and concurrent secondary record. As an Wetaskiwin Regional Public School dual credit student, I agree to the following:

- Demonstrate commitment and maturity in order to be eligible for the dual credit courses.
- Registered in, or completed, all prerequisites prior to completed registration.
- Responsible for transportation to and from class (if applicable).
- Adhere to Wetaskiwin Regional Public Schools' *Student Code of Conduct Policies* and *Administrative Procedures*.
- Adhere to the partnered post-secondary institutions' code of conduct and academic policies, including all safety guidelines and procedures.

**I understand that credits are issued by Alberta Education and NorQuest College.**

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### *Alberta Dual Credit Framework, November 2017*

#### **Student Success:**

- Attend classes and be punctual. Contact my instructor if I will be absent or late.
- Meet course/program expectations by completing assigned homework, in class work and studying for exams.
- I understand that I may withdraw from a dual credit program at any time by submitting a completed withdrawal form to the post-secondary. A "W" will be assigned to the course providing the deadline to withdraw has not passed (see important dates below).
- Withdraws processed past the deadline will result in a failing grade.

<b>If you Withdraw:</b>	<b>Important Dates 2019/20</b>	<b>Academic Penalty</b>
Prior to or on the first day of class	Prior to or on September 3, 2019	None
Up to 10% of term or session	Prior to September 12, 2019	None
From 11% to 50% of term session	Between September 13 and October 23, 2019	Grade of "W" (Withdrawal) assigned and grade is not calculated into grade point average (GPA)
After 51% of term or session has elapsed	After October 24, 2019	Grade of "WF" (Withdrawal/Fail) assigned Grade point value of 0.0 is calculated in GPA

#### **Cost:**

- Wetaskiwin Regional Public Schools will be responsible for paying the tuition, textbooks and any other fees for the dual credit courses upon registration.

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### Grading in Courses:

Letter Grade (Post-secondary programs)	Grade Point Value (Post-secondary programs)	Percentage (Alberta Education courses/preparatory)	Descriptor
A+	4.0	95-100	Excellent
A	4.0	90-94	
A-	3.7	85-89	
B+	3.3	80-84	Very Good
B	3.0	75-79	
B-	2.7	70-74	
C+	2.3	67-69	Satisfactory/ Acceptable
C	2.0	64-66	
C-	1.7	60-63	
D+	1.3	55-59	
D	1.0	50-54	Pass
F	0.0	0-49	Fail

\*\*\* In most cases, students must receive a minimum grade of C- for a course for transfer to occur from NorQuest College to another post-secondary institution.

In signing this application, I agree to the above conditions that apply for participation in the dual credit courses. I understand and agree that the school division will be responsible for tuition costs.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Statement of Interest:**

1) What knowledge do you have of these dual credit courses or careers related to this opportunity?

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2) What interests you about this opportunity?

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3) What skills do you have that will ensure you are successful in these dual credit courses?

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4) What have you done so far to prepare yourself for post-secondary and/or a career when you graduate?

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DUAL CREDIT PROGRAM - PERMISSION AND AGREEMENT

TEACHER REFERENCE (To be completed by a current or past teacher)

Student Name: \_\_\_\_\_

Check the following Traits as:	Excellent	Good	Satisfactory	Needs Improvement
1. Attitude				
2. Attendance				
3. Maturity				
4. Adaptability				
5. Punctuality				
6. Work Ethic				
7. Ability to stay focused on a task				
8. Demonstrates initiative				
9. Ability to work as part of a team				
10. Ability to work independently				
11. Communication Skills				

Teacher Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reference Signature: \_\_\_\_\_ Phone: \_\_\_\_\_