

Academic Dual Credit Application - Checklist

CHECKLISTS for Student, Parent/Guardian, Counsellor (Check each item to ensure fully complete application packages)

Check each box when completed.

Step 1: School Recommendation and Document Review

- ☐ Student meets with school counsellor to review eligibility and suitability (grades, attendance record, work habits, extra-curricular commitments, behavior or learning needs information).
- ☐ Discuss and determine if student meets academic requirements to apply for chosen program.
- ☐ Review post-secondary course descriptions to discuss credential pathways and transferability.
- ☐ Review the application package, directions for completion, and deadlines for submission.

Step 2: Complete Application Package

- ☐ Academic Dual Credit Cost Agreement
- ☐ Statement of Interest
- ☐ Student Self-Assessment
- ☐ Teacher Reference Form
- ☐ Student Transition Plan
- ☐ Attach Additional Documents
- ☐ Most recent Learning Update
- ☐ Transcript of Grades

Step 3: Submit Application

- ☐ Return completed application package to your Counsellor **by** _____.

Step 4: Selection Process

- ☐ Application package will be reviewed by school to make recommendations to the District.
- ☐ Sponsored applicants will complete the College of the Rockies' (COTR) Application for Academic Dual Credit.
- ☐ Students will be informed of acceptance at COTR.
- ☐ Course registration details will be available upon successful admission.

****INSTRUCTIONS FOR REFERENCES:**

- ✓ Request references to comment on your academic record and motivation & engagement in the learning environment as well as other pertinent information.
- ✓ Allow references sufficient time to prepare your reference.

Statement of Interest and Intent

To be **COMPLETED** by the **STUDENT APPLICANT**. Attach additional pages if needed.

Applicant FULL Name: _____ School: _____

1. What has motivated / interested you to start a post-secondary dual credit program while still in high school?

2. At this point in time, what is your intended career pathway and/or post-secondary program of interest after graduation? Explain how the dual credit program applied for will support your transition to your intended career pathway.

3. Describe your knowledge, skills and attributes that will support your achievement as you complete a post-secondary dual credit program.

4. Success in this program requires you to be very organized. Describe organizational strategies that you find to be helpful for your success in school.

5. What aspects of participating in a post-secondary program do you believe will be the most challenging for you, and how do you plan to address those challenges?

Academic Dual Credit Application – Transition Plan

Applicant Full Name: _____ School: _____

- In order to meet graduation requirements and be awarded a British Columbia Certificate of Graduation (Dogwood Diploma), students must earn a minimum of 80 credits and write provincial assessments of numeracy and literacy.
- The 80 credits include 52 credits for required courses (including 8 credits of Career Education courses and at least 4 credits of Indigenous-focused coursework) and a minimum of 28 elective credits.
- The 28 elective credits may be from Ministry-Authorized or Board/Authority Authorized (BAA) courses, **post-secondary institution (PSI) courses** or external credentials, but not Locally Developed courses.
- Students must also complete a minimum of 16 credits at the Grade 12 level, including a required Language Arts 12 course and Career Life Connections.

Check and tally credits earned:

Requirements I	
<input type="checkbox"/> Applied Design, Skills & Tech (4 of 4 credits)	<input type="checkbox"/> Indigenous Grad Requirement (4 of 4 credits)
<input type="checkbox"/> Career Life Education (4 of 4 credits)	<input type="checkbox"/> Language Arts 11 (4 of 4 credits)
<input type="checkbox"/> Language Arts 10 (4 of 4 credits)	<input type="checkbox"/> Mathematics 11 (4 of 4 credits)
<input type="checkbox"/> Mathematics 10 (4 of 4 credits)	<input type="checkbox"/> Science 11 (4 of 4 credits)
<input type="checkbox"/> Physical & Health Education 10 (4 of 4 credits)	<input type="checkbox"/> Social Studies 11 or 12 (4 of 4 credits)
<input type="checkbox"/> Science 10 (4 of 4 credits)	<input type="checkbox"/> Elective 10/11/12: _____ (4 of 4 credits)
<input type="checkbox"/> Social Studies 10 (4 of 4 credits)	<input type="checkbox"/> Elective 10/11/12: _____ (4 of 4 credits)
<input type="checkbox"/> Elective 10/11/12: _____ (4 of 4 credits)	<input type="checkbox"/> Elective 10/11/12: _____ (4 of 4 credits)
Requirements II - including proposed Academic Dual Credit	
<input type="checkbox"/> Language Arts 12 (4 of 4 credits)	<input type="checkbox"/> Career Life Connections (4 of 4 credits)
<input type="checkbox"/> Elective 10/11/12: * _____ (4 of 4 credits)	<input type="checkbox"/> Elective 10/11/12: * _____ (4 of 4 credits)
<input type="checkbox"/> *	<input type="checkbox"/> *
<input type="checkbox"/> *	<input type="checkbox"/> *

*Provide course name and grade level/number. Examples: Chem 12...MGMT 204

PSI Dual Credit course(s) applied for during 20__/20__ school year:

NOTE: the PSI course(s) for which you are applying must be a required course in the program you intend to pursue toward a specific career/occupation pathway.

Current intended occupation or career pathway upon graduation from high school: _____

Graduation date (month/year): _____

Post-Secondary School Name	Program/diploma/certificate	Academic Dual Credit Course
College of the Rockies		
College of the Rockies		
College of the Rockies		

Provincial Assessments Completed

☐ Numeracy 10 Assessment ☐ Literacy 10 Assessment ☐ Literacy 12 Assessment

For School Counsellor or Administrator Use:

Student will be school aged (19 or under) for duration of PSI course(s). ☐ No ☐ Yes

PSI course(s) selection aligns with student's specific post-secondary career pathway. ☐ No ☐ Yes

Name: _____ Signature: _____ Date: _____

Applicant Self-Assessment for Readiness

This self-assessment will assist in determining student suitability and readiness for a post-secondary dual credit program.

Please indicate by highlighting or circling your proficiency for this post-secondary dual credit program.

Applicant FULL Name: _____ School: _____

CORE COMPETENCIES	Emerging	Developing	Proficient	Extending
	I demonstrate an INITIAL understanding of the concepts and competencies.	I demonstrate a PARTIAL understanding of the concepts and competencies.	I demonstrate a COMPLETE understanding of the concepts and competencies.	I demonstrate a SOPHISTICATED understanding of the concepts and competencies.
Communication <ul style="list-style-type: none"> I can understand and share information about a topic in an organized way (e.g. contribute to class discussion, take initiative) I work with others to achieve a common goal I can represent my learning, and tell how it connects to my experiences and values I can use technology to acquire and share information 	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."
Creative Thinking <ul style="list-style-type: none"> I generate new ideas or build on other people's ideas, to create new things within the constraints of a form, a problem, or materials I can build on others' ideas, add new ideas of my own, or combine other people's ideas to create new options or solve problems 	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."
Critical Thinking <ul style="list-style-type: none"> I actively listen to others and analyze evidence from different perspectives I can ask questions and gather information I can consider more than one way to proceed in an investigation or scenario 	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."
Personal Awareness & Social Responsibility <ul style="list-style-type: none"> I can use strategies that help me manage my feelings and emotions I can persevere with challenging tasks I can clarify issues, generate strategies, weigh consequences, compromise to meet the needs of others, and evaluate actions 	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."
Positive Personal and Cultural Identity <ul style="list-style-type: none"> I can explain what my values are and how they affect the choices I make I can understand I will continue to develop new abilities and strengths to help me meet new challenges I can reflect on my strengths and identify my potential as a leader in my community 	"I am just getting started and learn best with help."	"I am beginning to do more and more on my own."	"I can do it on my own."	"I go beyond what is expected of me."

Based on my self-assessment I rank my overall proficiency and readiness for this program as (check one):

☐ Could be Ready (with some support)

☐ Somewhat Ready

☐ Fully Ready

Additional Comments: _____

Student Signature: _____

Teacher Reference Form (program area teacher)

Applicant FULL Name: _____ School: _____

The above named student has applied to register for the following College of the Rockies course(s), as part of a dual credit program: _____

Please aid in the selection of appropriate candidates for this program by providing frank comments.

Please check the following traits as:	Excellent	Good	Satisfactory	Developing
Ability to follow instructions accurately				
Enthusiasm and interest				
Adaptability in new situations				
Engage and attend				
Motivation to learn				
Independence				
Accepting constructive feedback				
Adjusting as a result of feedback				
Proficient with technology				

Based on the above assessment and your knowledge of the applicant, please offer a recommendation of the student for this program:

☐ Do not recommend
 ☐ Recommend with support
 ☐ Fully recommend

Please make comments about the student's candidacy for a post-secondary program of study:

Teacher name (please print): _____

Teacher signature: _____

Academic Dual Credit Application - Contract

- I understand that the Rocky Mountain/Kootenay Lake School District will pay tuition fees to the College of the Rockies (COTR) for approved Academic Dual Credit course(s)
- I understand that COTR has waived the application fee and student association fees for this program; future applications to COTR will require payment of an application fee.
- I understand there may be textbook costs for this program for which students are responsible.
- I understand that students are responsible for arranging transportation to and from the COTR campus, when applicable.
- I understand that students may have COTR course obligations during a time which is typically vacation for high school students: winter break & spring break.
- I understand that the grades (incl. withdrawals) earned in these courses will be placed on the student's high school record, and **post-secondary academic history**.

APPLICANT DECLARATION

- I agree to the above statements and conditions of the program.
- I certify that all statements in this application package are true.

Student Printed Name: _____ Date: _____

Student's Signature: _____

PARENT/GUARDIAN DECLARATION

- I agree to the above statements and conditions of the program.
- I support my son/daughter's participation in an academic dual credit program.

Parent/Guardian Printed Name: _____ Date: _____

Parent/Guardian's Signature: _____

HIGH SCHOOL COUNSELLOR DECLARATION

- I have verified this student meets the academic requirements for this program.
- I have reviewed the commitments of this program with the student.

Counsellor Printed Name: _____ Date: _____

Counsellor's Signature: _____

PRINCIPAL/VICE-PRINCIPAL APPROVAL

School Admin Signature: _____ Date: _____