

## DUAL CREDITS

### Background

The purpose of the Dual Credit Policy is to provide alternative pathways to graduation by allowing high school students the opportunity to earn high school credits and post-secondary credits or other program recognition at the same time in the same course. In this document, the term post-secondary may refer university, college or polytechnic institutions, but also to entities that may or may not technically be considered post-secondary education institutions, but do offer a structured education program, certification or training. High school students may participate in training or post-secondary courses earning both high school and postsecondary credits or other recognition for the same course or program.

Dual Credit Recognition: Dual credit programs are ministry approved programs that allow high school students to take postsecondary courses and/or well defined programs offered by other entities and earn credits towards the Saskatchewan Ministry of Education Grade 12 program standing. Students may also get recognition for secondary level courses from post-secondary institutions. For the purpose of this policy, dual credit will refer to the situation in which credit is issued by the Ministry of Education and another entity that provides educational programming, typically, but not limited to post-secondary institutions. The entity could be an organization that has a well-defined learning program but is not considered a post-secondary institution (an example would be a software company that offers certification). In the case where the student takes a university course but only gets the university credit if they pay the tuition, and they choose not to pay, they could still get the secondary level credit even though they have not received the university credit. In the case where the student takes courses towards other post-secondary certification, and they choose not to complete the certificate requirements, the student could still get the secondary level credit even though they have not received the certification.

### Procedures

1. Dual credit recognition will only be provided for students that are currently enrolled in a Saskatchewan secondary school (i.e., a student who attends a post-secondary school cannot request recognition for secondary level credits to be added to their secondary level transcripts).
2. Any course or program for which a secondary level credit is being sought must be approved prior to commencement of the course. No secondary level credits will be awarded retroactively if the course or program is started prior to the approval by the Ministry of Education.
3. Adult students may apply to have post-secondary credit recognition used towards the completion of the Adult 12 program.

4. School administrators are responsible for:
  - 4.1 The submission of the final mark records to the Ministry of Education Student Services, using the same process as other mark submissions. This means the dual credit courses are tied to the principal. When the principal is not accredited in English Language Arts, or the subject involved, the mark will need to be submitted to Student and Educators Services.
  - 4.2 The submission of final mark records to the Ministry of Education Student Services upon the completion of the class.
  - 4.3 Invigilate, or make arrangements for, the final exam for the dual credit when required.
  - 4.4 Ensure the instructors, if not certified teachers, meet the school division's requirements for criminal record checks.
  - 4.5 Coordinate the exchange of information about students' academic progress, including marks and attendance data, where applicable and appropriate, with postsecondary institutions or other entities.
  - 4.6 Maintain interaction and communication with dual credit students; assist with accessing required resources.
  - 4.7 Determine the final secondary level mark record for the course and report to the Ministry of Education, Student Services. (This may be determined independently of the mark assigned by the post-secondary institution or other entity).
5. Credit is recorded on the college/university transcript or in the appropriate manner for other programs; credit is also recorded on the Saskatchewan Ministry of Education High School Transcript.
6. The suitability of a student to enroll in a course or program will be determined by the postsecondary institution or other entity. These criteria may include, but not be limited to, age and grade criteria.
7. For more information regarding dual credits please refer to the Ministry of Education's Dual Credit Policy (2017).

References:                    Sections 85, 87, 168, 169, 175, 231 Education Act  
                                      Ministry of Education Registrar's Handbook  
                                      Ministry of Dual Credit Policy 2017

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