



PROCEDURES

Policy Name	Dual Credit		
Policy #	118	Category	Academic
Policy Sponsor	Associate Vice President, Learning & Teaching	Previous Revision Date	March 2, 2016
Policy Approved by	President & CEO	Revision Date	September 7, 2023
Procedures Approved by	Provost & Vice President, Academic	Review Date	September 2028

PROCEDURES

1. Saskatchewan Polytechnic Administration & Programs

1.1 Agreements with the Ministry of Education

Procedures for negotiating dual credit agreements and determining course credit between Saskatchewan Polytechnic and the Ministry of Education are described in Appendix A and in the Saskatchewan Polytechnic Program Operating Procedures Manual, Section 2. Refer to the Ministry of Education website for further information on dual credit.

2. Standards

2.1 Credit will be limited to courses taken within the previous five-year period.

2.2 Dual credits are recommended not to normally exceed 25 per cent of total credits required for Saskatchewan Polytechnic graduation, except for projects providing full applied certificate credit. Dual credit courses can exceed 25 per cent of total program credits with dean approval.

2.3 The grades of dual credit courses will be used in calculating academic averages in the same manner as any Saskatchewan Polytechnic course and will not indicate concurrent high school credit.

2.4 The grades assigned for Saskatchewan Polytechnic credit will be independent of any assessment made for secondary school credit.

2.5 Tuition fees for dual credit courses will be determined by Continuing Education.

3. Students

3.1 Application for enrolment in dual credit courses will be completed in conjunction with high school representatives and will be forwarded to Saskatchewan Polytechnic Registrar via the school division. Individual students will not be able to enroll for dual credit courses without the cooperation of their high school and school division. An individual identification number will be issued to the student that will follow the student from high school through any future

Saskatchewan Polytechnic enrolment.

- 3.2** Upon successful completion of the dual credit course (i.e., to the assessment standards of the Saskatchewan Polytechnic instructor or program head overseeing the course and to the required passing grade), a grade will be recorded within the Saskatchewan Polytechnic system and will be available to the student on a transcript.
- 3.3** Should the student not complete the dual credit course to the standard of the required passing grade, the grade will be suppressed within the Saskatchewan Polytechnic system, will not be recorded on a transcript, and will not affect future regular enrolment in courses or programs.

APPENDIX A: DUAL CREDIT COURSE APPROVAL PROCESS

