



POLICY AND PROCEDURE STATEMENT

SUBJECT: Dual Credit	CATEGORY: Academic - Programming	NO. 118
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Saskatchewan Polytechnic values collaborative partnerships with educational providers at both the post-secondary and secondary levels and supports the needs of students, and of industry, to have training delivered in a timely manner.

POLICY

Saskatchewan Polytechnic may enter into agreements to allow for dual credit with another educational partner. Upon approval of an agreement between Saskatchewan Polytechnic and the Ministry of Education for the province, Saskatchewan Polytechnic courses may be offered for Saskatchewan Polytechnic credit to qualified students enrolled in Saskatchewan secondary schools, with the potential for earned credits at both the secondary and post-secondary level.

Granting of Saskatchewan Polytechnic credit through a dual credit agreement relies on the judgment of Saskatchewan Polytechnic faculty as subject matter experts. Authority to enter into dual credit agreements with the Ministry of Education lies with the respective dean.

Credits awarded under dual credit agreements will neither ensure admissions to a Saskatchewan Polytechnic program nor result in preferential consideration for admission in programs.

DEFINITIONS

Dual Credit is the granting of credit at both the secondary and post-secondary level for the same course work.

Secondary Institutions or Schools are institutions under the authority of the Ministry of Education of the province, offering courses terminating in Grade 12 standing.

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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 percent of total credits required for Saskatchewan Polytechnic graduation, except for projects providing full applied certificate credit. Dual credit courses can exceed 25 percent 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, 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, and will not be recorded on a transcript, and will not affect future regular enrolment in courses or programs.

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RELATED POLICIES/DOCUMENTS

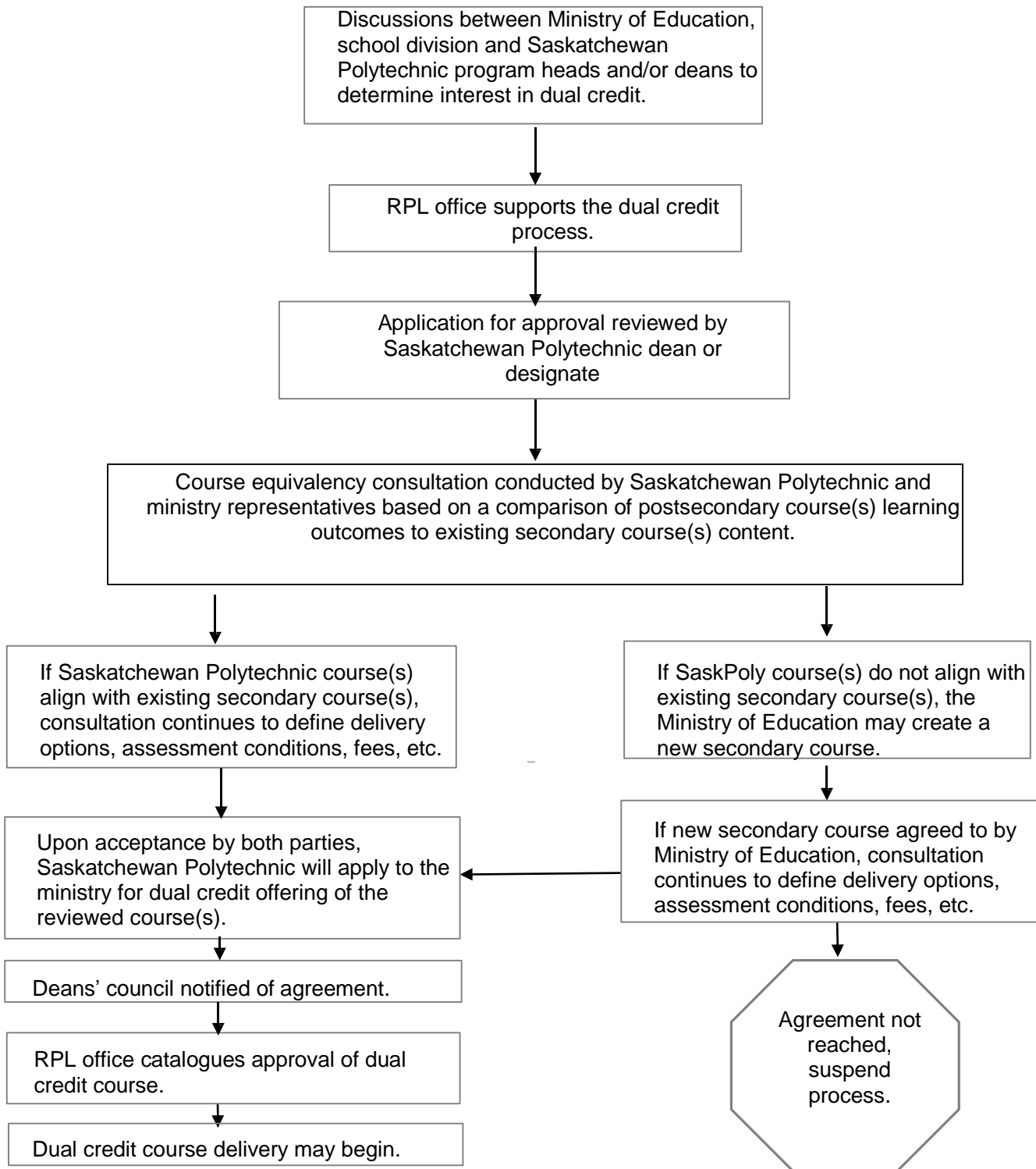
Program/Course Completion Credentials, 114
Recognition of Prior Learning: PLAR and Transfer Credit, 116
Evaluation of Student Learning, 1206

AMENDMENT HISTORY

1. Original issue date: March 2, 2016

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APPENDIX A: DUAL CREDIT COURSE APPROVAL PROCESS



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