



AP 223 – DUAL CREDITS

BACKGROUND

Saskatoon Public Schools supports dual credits to encourage smooth transitions and on-time grade 12 graduation for students. The *Ministry of Education Dual Credit Initiative* is defined as follows:

Dual credit programs are ministry-approved programs that allow high school students to take post-secondary 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.

PROCEDURES

1. All dual credit opportunities must be approved by the Ministry of Education. For the most up to date list please visit the Ministry of Education website.
2. 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).
3. 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 retro-actively if the course or program is started prior to the approval by the Ministry of Education.
4. Adult students may apply to have post-secondary credit recognition used towards the completion of the Adult 12 program.
5. There will be no indication on the ministry official transcript or on documentation from the post-secondary institution or other entity that the credit was obtained as a dual credit course.
6. The suitability of a student to enroll in a course or program will be determined by the post-secondary institution or other entity. These criteria may include, but not be limited to, age and grade criteria.
7. School administrators/school counsellors will:
 - a. Promote dual credit opportunities and assist students in the registration process (process may vary depending on post-secondary institution and /or other educational entity).
 - b. Determine how the student will complete the dual credit (online, in a blocked off afternoon without scheduled high school courses etc.).
 - c. Submit a list of students intending to attempt dual credits to the Coordinator, Curriculum and Instruction 9-12 at the beginning of each semester.
 - d. Determine the final mark and ensure it is submitted to the Ministry.
 - e. Report the mark on each secondary dual credit to the Coordinator, Curriculum and Instruction 9-12 in June of each year.
8. Coordinator, Curriculum and Instruction 9-12 will:



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- a. Support schools in understanding the dual credit process.
 - b. If applicable, complete forms needed by post-secondary in regards to funding.
 - c. Document the number of students completing dual credits each year and archive records for five years.
 - d. Ensure the instructors, if not certified teachers, meet the school division's requirements for criminal record checks.
9. This opportunity is only available for students who have not yet attained their grade 12 standing. Those students who have graduated and those students over the age of 21 are not eligible for this subsidy.

FUNDING

1. Please note that funding of the course is the responsibility of the student.

Reference: The Saskatchewan Ministry of Education: Dual Credit Initiative (2015)
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