


<b>Administrative Procedure Dual Credit</b>	
	<b>Department:</b> Student Programs
	<b>Approved by:</b> Leadership Council
	<b>Date Approved:</b> February 5, 2024
	<b>Revision Date(s):</b>
	<b>Review Date:</b>
	<p><b>External References</b></p> <ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> <li>• Ministry of Education Registrar’s Handbook for School Administrators</li> <li>• Ministry of Education Special Project Credit Policy and Procedures 2023</li> <li>• Ministry of Education Dual Credit Course List 2023</li> </ul>
<p><b>Internal References</b></p> <ul style="list-style-type: none"> <li>• Special Credit AP</li> </ul>	

## Purpose

- This administrative procedure outlines the process and guidelines for students enrolled at Saskatchewan Distance Learning Centre (Sask DLC) to participate in the dual credit program offered by Sask DLC. Dual credit programs allow high school students to earn credits towards their high school diploma and post-secondary education simultaneously.

## Scope

- This administrative procedure applies to all eligible high school students enrolled in Sask DLC courses who wish to enroll in approved dual credit programs.

## Policy Statement

- Sask DLC acknowledges the significance of offering dual credit programs to students, which helps enhance their academic progress and facilitates a seamless transition from high school to post-secondary education. Sask DLC's objective is to provide access to dual credit programs while maintaining academic standards and ensuring a quality learning experience for the participating students.

## Procedures:

1. Dual credit recognition will only be provided for students that are currently enrolled in a Saskatchewan school. This means that a student who is enrolled in a post-secondary institution cannot apply for recognition of credits earned at the secondary level to be included in their secondary-level transcripts.
2. Any course or program for which a secondary-level credit is being sought must be approved before the commencement of the course. Secondary-level credits will not be awarded retroactively if the course or program is started prior to the approval by the Ministry of Education.

3. Current adult students may apply for post-secondary credit recognition to complete the Adult 12 program (Ministry of Education Dual Credit Policy, 2023).
4. Sask DLC Campus Principals are responsible for the following:
  - a. the submission of the final mark records to the Ministry of Education Student and Educator Services upon the completion of the class, using the same process as other mark submissions;
  - b. invigilate, or make arrangement for, the final exam of the dual credit when required;
  - c. ensure the instructors, if not certified teachers, meet the Sask DLC's requirements for criminal record checks;
  - d. coordinate the exchange of information about student's academic progress, including marks and attendance data, where applicable and appropriate, with post-secondary institutions and other entities;
  - e. maintain interaction and communication with dual credit students; assist with accessing required resources; and,
  - f. determine the final secondary level mark record for the course, and report to the Ministry of Education, Student and Educator Services. (This may be determined independently of the mark assigned by the post-secondary institution or other entity).
5. Recording Course Codes and Credits
  - a. Credit is recorded on the college/university transcript or in the appropriate manner for other programs. Credit is also recorded to the Saskatchewan Ministry of Education Transcript of Secondary Level Achievement.
  - b. For courses offered by post-secondary institutions: Sask DLC Campus Principals are responsible for the submission of the final mark records to the Ministry of Education Student and Educator Services, using the same process as other mark submissions. This typically means the dual credit courses are tied to the Sask DLC Campus Principal. When the Sask DLC Campus Principal is not accredited in English Language Arts, the mark will need to be submitted to Student and Educators Services via a [Form 8 - Secondary Level Mark Correction](#).
  - c. For programs offered by organizations not considered post-secondary institutions: Sask DLC Campus Principals are responsible for the submission of the final mark record of Standing Granted (SG) to the Ministry of Education Student and Educator Services using [Form 8.1 - Secondary Level Non-Academic Course New Addition](#) accompanied by proof of certificate and/or letter of successful completion for dual credit course recognition to [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca).
6. Information for Students Enrolling in Dual Credit Programs
  - a. 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 are not limited to, age and grade criteria.
7. For more information regarding dual credits please refer to the [Ministry of Education's Dual Credit Policy \(2023\)](#).