

DUAL CREDIT

Background

Good Spirit School Division supports dual credits to encourage smooth transitions and alternate pathways to 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 retroactively if the course or program is started prior to the approval by the Ministry of Education.
4. Current 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. Programs offered by a Non-Academic Entity shall receive a final mark record of Standing Granted (SG) on the official *Transcript of Secondary Level Achievement*.
 - 7.1. External Music Programs – Credits for completion of external music programs, such as the Royal Conservatory of Music and the Northern Lights Canadian

National Conservatory of Music require students to submit their documentation directly to the Registrar's Office of the Ministry of Education.

7.2. Lifeguard Training – Students wanting to acquire credit for completion of Lifeguard Training must present a copy of their National Lifeguard Certification along with the start and end date of the course. A copy of the certificate along with a completed [Form 8.1](#) and [Form 254-1 Lifeguard Dual Credit Form](#) are sent to the Ministry of Education, student.records@gov.sk.ca.

8. School administrators/grad coaches will:
 - a. Promote dual credit opportunities and support students with 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 enrolled in a dual credit course to the Director or designate at the beginning of each semester.
 - d. Invigilate, or make arrangements for, the final exam for the dual credit when required
 - e. Determine the final secondary level mark and ensure it is submitted to the Ministry (Ministry of Education Dual Credit Policy 2023)
 - f. Report the mark on each secondary dual credit to the Director or designate in June of each year
9. Director or designate will:
 - a. Support schools in understanding the dual credit process
 - b. Document the number of students completing dual credits each year and archive records for five years
 - c. For in-person courses, ensure the instructors, if not certified teachers, meet the school division's requirements for criminal record checks
10. This opportunity is only available for students who have not yet attained their Grade 12 standing.
11. Please note that funding of the course is the responsibility of the student.

Legal Reference: Section 85, 87, 168, 169, 109, 175, 231 Education Act
Ministry of Education Registrar's Handbook
Ministry of Education Dual Credit Policy 2023