

 Policies & Procedures Manual	# Pages: 2 Page 1 of 2	Policy Number: AC-03-09
	Approved by: Learning Council	
Section: ACADEMIC - Programs	Effective Date: February 25, 2014	
Title: DUAL CREDIT POLICY	Replaces: December 10, 2013	

POLICY STATEMENT

UCN provides the opportunity for high achieving and highly motivated senior years secondary students to enroll in college and university courses prior to the completion of their high school program.

PURPOSE OF POLICY

The province of Manitoba supports a system that enables high school students to earn “dual credits”. A dual credit is an academic credit earned from and applied to studies at one institution while, at the same time, being used to meet the academic requirements of another educational institution. In Manitoba, high school students are permitted, with appropriate approval, to earn dual high school post-secondary credits through the successful completion of university and college level courses.

This option of dual credit is meant to enrich and extend school curriculum, to avoid unnecessary duplication in coursework, and to challenge students who require more rigorous coursework than the current high school curriculum provides.

PROCEDURES

UCN Guidelines of Dual Credit Courses:

1. Student eligibility

To be eligible to enroll in a Dual Credit Course, students must meet the following criteria:

 - a) Meet any specific UCN admission requirements of courses or programs, including prerequisites and co-requisites.
 - b) Be recommended by his or her high school principal or school designate.
 - c) Be approved by the Dean of the Faculty or Director.
2. Dual Credit Course Structure and Administration
 - a) Courses approved for dual credit enrollment must be foundational, entry-level courses that provide the student with access to more advanced post-secondary courses in that content area.
 - b) The courses or programs to be offered for dual credit enrollment must receive approval from the appropriate UCN Dean.

- c) High school students wishing to enroll in a course or program for dual credits must complete and submit a UCN application form. The students must also adhere to UCN specified dates for registration.
 - d) High school students wishing to withdraw from a UCN dual credit course must forward a completed Registration Revision form to Enrolment Services and abide by the voluntary withdrawal dates established by Enrolment Services.
 - e) High school students who enroll in UCN courses and programs for dual credit will be charged regular tuition and related fees. All course costs will be the financial responsibility of the student.
 - f) A record of the post-secondary credit(s) earned by high school students will be recorded by UCN. Upon request, a transcript will be provided to the student.
- 3. Faculty Qualifications and Support**
- a) Faculty teaching courses offered for dual credit will have academic credentials that are approved by the appropriate Dean or Director.
- 4. Student Performance Expectations**
- a) Dual credit students will be held to the same academic rigours as those of a post-secondary student.
 - b) High school students enrolled for dual credit will be considered UCN students, and accordingly, will adhere to, follow, and be supported by the approved policies and regulations governing student academic affairs.