

 Policies & Procedures	# Pages: 2	Policy Number: AC-03-09
	Approved by: Learning Council	
Section: Academic - Programs	Effective Date: June 13, 2023	
Title: Dual Credit Policy	Replaces: February 25, 2014	

POLICY STATEMENT

University College of the North (UCN) provides the opportunity for high school students to enroll in dual credit college and university courses to support the completion of their high school program and provide them with college/university credits.

PURPOSE OF POLICY

To outline the procedures for high school students to enroll in UCN courses to earn dual high school and UCN college/university credit.

PROCEDURES

1. UCN courses being used for dual credits must be registered with Manitoba Education by the high school prior to students being enrolled in the course.
 - a) Courses approved for dual credit enrolment must be foundational, entry-level courses that provide the student with access to more advanced post-secondary courses in that content area.
2. To be eligible to enroll in dual credit courses, high school students must:
 - a) Meet any course prerequisites and co-requisites.
 - b) Be recommended by their high school principal or school designate.
 - c) Be approved by the Dean or equivalent of the Faculty or academic home of the course.
3. Dual Credit Course Administration
 - a) 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.
 - b) 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.
- c) High school students who enroll in UCN courses and programs for dual credit will be charged regular tuition and related fees.
 - d) A record of the post-secondary credit(s) earned by high school students will be recorded by UCN. Upon request and receipt of payment, a transcript will be provided to the student.
 - e) UCN may establish dual credit Memorandum of Agreement with school divisions and school authorities to articulate the roles and responsibilities of each institution.
4. Faculty Qualifications and Support
- a) Faculty teaching courses offered for dual credit will have academic credentials that are approved by the appropriate Dean or equivalent.
5. 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.

Related Policies/Documents

[Manitoba Education and Early Childhood Learning Recognizing Post-Secondary Courses for Dual Credit](#)