



DUAL CREDIT AND CONCURRENT STUDIES POLICY

Policy Name: Dual Credit and Concurrent Studies Policy (formerly College/School District Relationship)	Responsible Owner: Vice-President, Academic and Provost	Created: 2016 March
Policy Number: <i>To be Announced</i>	Approval Body: Education Council	Last Reviewed/Revised 2021 December
Category: Education	Replaces: E02.06.02 (1972), E02.06.01, E02.06.03 College/School District Relationship	Next Review: 2027

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A. PURPOSE

This policy affirms Douglas College's support for qualified secondary school students to pursue accelerated College studies prior to secondary school graduation.

B. SCOPE

- Applicants
- Enrolment Services
- Deans/Associate Deans/Directors
- Vice-President Academic and Provost

C. DEFINITIONS

Concurrent Studies: a program that enables secondary students to enroll in College courses, for credit, at the same time as they are completing their secondary education.

Dual Credit: advanced credit granted by the College for secondary school courses that are established through articulation agreements to be equivalent to College courses. Such courses may include those in the International Baccalaureate and Advanced Placement programs.

D. POLICY STATEMENTS

Douglas College is committed to working with provincial bodies and school districts to articulate agreements that facilitate the transition of secondary school students to College courses and programs.

Concurrent Studies

Eligibility: an eligible **Concurrent Studies** student will normally be a grade 12 student and will be limited to a maximum of two courses per semester. Exceptions may be approved on an individual basis by the College Registrar, upon recommendation from the school principal and with the permission of the parent or guardian.

Admission Criteria: upon application to the Registrar, a secondary student may be admitted as a **Concurrent Studies** student under the following conditions:

- College resources permit;
- the student meets specific program requirements and course prerequisites (excepting grade 12 graduation); and
- the student has demonstrated appropriate maturity to the satisfaction of the student's school principal or their designate, and has the school's and parent/guardian written approval to enroll in specific **Concurrent Studies** courses.

Registration: secondary students accepted as Concurrent Studies students will register as Douglas College students, pay all applicable fees, and be subject to all College policies and procedures.

Secondary students applying for Concurrent Studies will normally be in grade 12 and must have the approval/recommendation of their school. Concurrent Studies student are eligible for credit based on successful completion of the course.

Upon completion of secondary school requirements, **Concurrent Studies** students must apply to the College and meet the College admission requirements.

Limitations: the College reserves the right to limit the number of **Concurrent Studies** students in order to meet its commitments to regular College students and to limit the number of **Concurrent Studies** students enrolled in any one program, course, and section.

Dual Credit

Assignment of Credit: Credit for courses taken under **Dual Credit** articulation agreements will be assigned to the student, at the student's request, upon admission to Douglas College. Students who do not subsequently attend Douglas College will not receive a Douglas College transcript listing courses taken and grades earned under a **Dual Credit** arrangement. How such agreements and course credits will be accepted by other educational institutions, agencies, potential employers, or the public at large is at the sole discretion of those external bodies.

Articulation Agreements: Dual Credit articulation agreements with individual schools or school districts will be reviewed every two years.



E. PROCEDURES

None

Procedures specific to each Memorandum of Agreement for articulation will be developed by the Parties, approved by the College Registrar, and attached to each MOA.

F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

Admissions Policy

Articulation Agreements

G. RELATED ACTS AND REGULATIONS

N/A

H. RELATED COLLECTIVE AGREEMENT CLAUSES

N/A