



COLLEGE/SCHOOL DISTRICT RELATIONSHIP POLICY

<b>Policy Name:</b> College/School District Relationship	<b>Responsible Owner:</b> Vice-President, Academic and Provost	<b>Effective Date:</b> March 2016
<b>Policy Number:</b> <i>To be Announced</i>	<b>Approval Body:</b> Education Council	<b>Proposed Review Date:</b> 2020
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PURPOSE

This policy affirms Douglas College’s commitment to contribute actively to secondary school and adult learners’ mobility within the post-secondary system.

SCOPE

- School Districts
- Secondary Students
- Registrar’s Office
- Cashier’s Office (Finance)
- Deans/Associate Deans/Directors
- Vice-President Academic and Provost

DEFINITIONS

**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.

**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.

**Accelerated Credit Enrolment in Industry Training (ACE IT):** a program that enables secondary school students to earn credit towards secondary school graduation requirements at the same time as earning a post-secondary credential for the technical training component of the first level of an apprenticeship. ACE IT programs are developed and delivered as partnerships between school districts and post-secondary institutions and include involvement from employers and/or industry organizations that support the work experience component of the apprenticeship.

## POLICY STATEMENTS

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

The College recognizes the interest and commitments of school districts in the field of adult education and will strive to coordinate the provision of learning activities for adult learners with school districts. The College will seek opportunities to co-operate with school districts, at the policy and administrative levels, in order to ensure effective and economical use of joint facilities and cooperative arrangements where possible and desirable.

### 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 attend Douglas College will not receive a Douglas College transcript listing courses taken and grades earned under a **Dual Credit** arrangement. Douglas College cannot provide any commitment as to how such agreements and course credits will be accepted by other educational institutions, agencies, potential employers or the public at large.

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

### 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.

**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 his/her designate, and has the school's written approval to enroll in specific **Concurrent Studies** courses.

**Registration:** secondary school students accepted as **Concurrent Studies** students will receive priority in registration at the College. Upon completion of secondary school requirements, **Concurrent Studies** students must reapply to the College, must meet standard admission criteria and must register according to the same registration priority system followed by other College students.

Secondary school 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.



**Limitations:** the College maintains 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 section.

**Accelerated Credit Enrolment in Industry Training (ACE IT)**

**Eligibility:** an **ACE IT** student will normally be a currently enrolled Grade 11 or 12 student who has not yet graduated from secondary school and who has been selected by his/her secondary school for an **ACE IT** program. The student must not be enrolled in any other **Concurrent Studies** program or courses.

**Admission Criteria:** upon application to the Registrar, a secondary school student may be admitted as an **ACE IT** student under the following conditions:

- the College offers a program that has received “designated trainer provider status” from the Industry Training Authority (ITA) to provide a Level One apprenticeship program;
- the student meets the specific program admission requirements and course prerequisites (excepting Grade 12 graduation); and
- the student has demonstrated appropriate maturity to the satisfaction of the student’s secondary school principal or his/her designate, and has the school’s written approval to enroll in a specific **ACE IT** program.

**Registration:** secondary school students accepted as **ACE IT** students will receive priority in registration at the College. They will register as Douglas College students, pay all applicable fees and be subject to all College policies and procedures.

Upon completion of secondary school requirements, **ACE IT** students who wish to take other College courses/programs must reapply to the College, must meet standard admission criteria and must register according to the same registration priority system followed by other College students.

**PROCEDURES**

None

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

Admission Policy  
Priority Registration (Open Enrollment) Policy

**RELATED ACTS AND REGULATIONS**

To be determined

**RELATED COLLECTIVE AGREEMENT CLAUSES**

To be determined