

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

POLICY

NO: **7530**
DATE: 1997-10-14
REVISED: 2004-11-09

SUBJECT: **CHALLENGE, EQUIVALENCY, EXTERNAL CREDENTIALS,
POST SECONDARY CREDIT AND INDEPENDENT DIRECTED STUDIES**

PREAMBLE:

This policy rescinds former policies related to challenge and equivalency credits in the *1995 Graduation Program*, and extends provisions for learning credit towards graduation to Grade 10 in the *2004 Graduation Program*.

POLICY:

The School Board recognizes that learning is a life-long activity. Students learn in a variety of ways, some of which take place outside of British Columbia or outside of the regular secondary school program. As such, students may earn challenge credits, equivalency credits, external credentials, credits for post-secondary studies, and independent direct studies credits towards graduation as set out in the regulations.

Although the board recognizes credit-earning opportunities as set out in the regulations, the Fraser Cascade School District assumes no liability, financial or otherwise, for students who enroll in courses or programs offered by other jurisdictions or institutions.

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

REGULATIONS

NO: 7530R
DATE: 1997-10-14
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SUBJECT: CHALLENGE, EQUIVALENCY, EXTERNAL CREDENTIALS,
POST SECONDARY CREDIT AND INDEPENDENT DIRECTED STUDIES

1. Equivalency Credits: (For Documented Prior Learning)

- a. All secondary students are entitled to apply for an Equivalency Review of their documented prior learning;
- b. Principals will award credit to students based on equivalency for grades 10, 11, and 12 Ministry developed courses, and for board authorized courses;
- c. There are no limits to the number of credits that students may be granted for equivalency;
- d. In order to receive credits through Equivalency, students must provide the appropriate documentation as proof of successful completion of the course;
- e. Students will not be charged for Equivalency Reviews; however, students may be asked to provide translations if documents are not in English or French;
- f. Schools will award equivalency credits when there is a match of 80% or more of the learning outcomes to either a Ministry-developed or board authorized grade 10, 11 or 12 course, and when there is a demonstrated comparison of the depth and breadth of coverage of the subject matter, and a comparison of the assessment standards as determined by course or program descriptors, outlines, and/or plans;
- g. Schools will report a letter grade and percentage to all credits awarded through Equivalency. If a percentage is not available on the transcript being evaluated for Equivalency Credit, then schools will award the mid-point percentage of the letter grade assigned on the transcript under review;
- h. If it is not possible to determine either a letter grade or percentage from the documentation, then schools will indicate the grade as "Transfer Standing (TS);

2. Challenge Credits: (Undocumented Prior Learning)

- a. All secondary students are entitled to apply for a free of charge Challenge Credit Review of their undocumented prior learning provided the student has not previously taken and been awarded credit for the course under challenge;
- b. Non-enrolling students will be charged an assessment fee of \$125.00 for each Ministry-approved course challenged. The Board will not assess non-enrolling students for Challenge Credits for Board Authorized Courses;
- c. Enrolling students may challenge for credits, courses offered in other district schools as per this policy or for courses offered in other school districts as per their course challenge policies and regulations;

- d. There is no limit to the number of courses that may be awarded through Challenge;
- e. Schools will first review all documentation of prior learning a student presents to determine if credit can be awarded through Equivalency before a student undertakes a Challenge process;
- f. Students should be able to first demonstrate their readiness to Challenge a course based on factors such as a recommendation from a previous teacher or from evidence that relevant learning has been acquired outside the regular classroom setting. School staff, in consultation with students and parents, will make the decision about readiness;
- g. Schools will award Challenge credits when the student demonstrates competency of at least a C- or 50% standing based upon the same exit standards as students who have taken the course through enrollment;
- h. Students will be assessed for Challenge credits through, for example, laboratory demonstrations, oral performances, interviews, written examinations, presentations of a collection of portfolio work and/or any other relevant assessment means as determined by the school principal;
- i. For reporting and transcript purposes, schools will assign a letter grade and percentage to all credits awarded through Challenge processes.

3. External Credentials: (Ministry-Approved Documented Prior Learning)

- a. All secondary students enrolled with the school board are entitled free of charge, a review to determine any credits earned for Ministry-Approved Credentials;
- b. There is no limit to the number of credits a student may earn for Ministry-Approved Credentials;
- c. Although schools will provide assistance for students in determining whether or not Ministry-Approved Credentials will assist each student in meeting his/her post-secondary entrance requirements, it is the responsibility of students and parents to verify admission requirement for the post-secondary institutions they plan to attend;
- d. Students must provide the school principal with the appropriate documentation proving successful completion of the external assessment, course or program;
- e. Students may earn credits for Ministry-Approved Credentials earned prior to entering grade 10;
- f. For reporting and transcript purposes, schools must assign all credits received as a result of an external credential either a letter grade and percentage (if possible to determine) or "Transfer Standing" (TS).

4. Credit for Post-Secondary Courses:

- a. Schools will review, free of charge, students' transcripts upon request to determine if they are entitled to earn any credits for post-secondary courses as listed in the most

recent edition of the British Columbia Council on Admissions and Transfer Guide, as specified in individual Career Technical Center (CTC) program agreements or as included in a BC public post-secondary institution's calendar as a course leading to a credential of one year or less, a two-year diploma or a four year degree;

- b. Credits granted for post-secondary courses will be reported using course codes listed in the Course Information Book;
- c. For reporting and transcripts purposes, schools will assign all credits earned at a post-secondary institution a letter grade and percentage. Such courses will be awarded four credits, regardless of the number of credits indicated on the post-secondary institution's transcript, unless the course is offered in modules. Credits for modules will be granted proportionate to 4 credits for the whole course;
- d. Adult Basic Education Courses (ABE) do not count for dual credit.

5. **Independent Directed Study (IDS)**

- a. Schools may allow students to take independent directed study courses to initiate the student's own areas of learning, to recognize prior learning in a ministry or board authorized course for which the student did not complete, and to receive credit for graduation;
- b. Schools may work with students to develop IDS courses that are based upon the learning outcomes from any Ministry-approved or Board-Authorized grade 10, 11 or 12 course. Students may pursue learning in depth of one or more learning outcomes, or may study more broadly a wide variety of learning outcomes from a single course;
- c. IDS credits may only be used to satisfy elective requirements;
- d. Students may earn 1, 2, 3 or up to 4 credits for a single IDS course or for a portion of a course, but there is no limit to the total number of IDS credits a student may earn. Grade 12 IDS credits may count toward the maximum of 16 grade 12 credits required for graduation;
- e. The number of credits a student may earn will be set out in a plan developed by the student and a teacher, and approved by the principal and the student's parent/guardian;
- f. For reporting and transcript purposes, schools must assign all credits received from an independent-directed study a letter grade and percentage.
- g. When students complete a portion of the outcomes of a course, schools may report their achievements to the Ministry using IDS credits by pro-rating the credit value by the percentage of course outcomes completed.