

## BC Christian Academy

<b>SUBJECT:</b> <b>Earning Credits:</b> <b>1. External Credits</b> <b>2. Post Secondary Dual Credits</b> <b>3. Independent Direct Studies</b>	<b>EFFECTIVE:</b> <b>September 1, 2016</b>	
<b>DEPARTMENT:</b> <b>All Staff</b>	<b>REVISED:</b>	<b>APPROVED BY:</b> <b>Administration/ Board</b>

### **Policy statement**

Students may earn credits toward graduation in a variety of ways. In addition to earning credits by successfully completing courses delivered by a BC public or independent school, students will be awarded credits through this policy.

### **Rationale**

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. Schools will grant credit towards graduation for learning that has been assessed and matches or exceeds provincial, national or international standards. Authority

See Ministerial Order 302/04, the [Graduation Program Order](#)

Although students are entitled to receive credit, as set out below, BCCA assumes no liability, financial or otherwise, for students who enroll in courses or programs offered by other jurisdictions or institutions.

### **1. External Credentials Policy**

This policy describes how students earn credit towards graduation through certain [external credentials](#) approved by the Ministry.

All students at BCCA are entitled to receive credit if they have earned a Ministry-approved credential.

The Ministry of Education has sole authority to review and approve external credentials and assessments, and to provide an official list of these approved credentials and assessments to schools. The list is published in the Ministry's online [Course Registry](#). Some external credentials are classified as required courses and others as elective courses. Grade 12-level external credentials count towards the required number of Grade 12 level credits needed to satisfy graduation requirements.

BCCA students are not charged for External Credential reviews.

There is no limit to the number of credits a student may earn by using External Credentials but students may not earned credit for essentially the same courses.

Although external credentials may contribute towards graduation requirements, they may or may not meet general or specific admissions requirements for post-secondary institutions. It is students' responsibility to verify admissions requirements for the post-secondary institutions they plan to attend.

### ***Procedures for External Credentials***

In order to earn credit for an approved credential, students must provide the appropriate documentation proving successful completion of the external assessment, course or program.

Students may have earned an approved external credential prior to entering Grade 10. If so, they are awarded credit if they present their credential any time after they enter Grade 10.

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. If impossible to determine, "Transfer Standing" (TS) may be used.

## **2. Credit from Post-Secondary Courses Policy**

This policy describes how students earn credit towards graduation by earning credit for courses at specific [Post Secondary Institutions](#).

Students are entitled to earn "dual credit" if they earn credit that leads to a post-secondary credential from a post-secondary institution which is a member of the British Columbia Transfer System or offered in French through Educacentre.

Post-secondary courses for which credit may be earned must be documented as follows:

- a) listed in the most recent edition of the [British Columbia Council on Admissions and Transfer Guide](#), or specified in individual [Career Technical Centre](#) (CTC) program agreements, or 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.

Applicable post-secondary level courses count towards the required number of Grade 12 level credits needed to satisfy graduation requirements.

BCCA does not charge students for reviewing their transcripts.

### ***Procedures for earning dual credit***

All post-secondary level courses will be reported using course codes listed in the online [Course Registry](#).

For reporting and transcript purposes, schools must assign all credits earned at a post-secondary institution a letter grade and percentage. Provided a course consists of the standard number of hours for most courses offered at that post-secondary institution, such courses will be awarded four credits, regardless of the number of

credits indicated on the post-secondary institution's transcript. However, if the course at the post-secondary institution is offered in modules, credits awarded should be proportionate to 4 credits for the whole course.

[Adult Basic Education](#) (ABE) courses do not count for dual credit. For information on how to report these for credit toward graduation, see the online [Course Registry](#).

### **3. Independent Directed Studies Policy (IDS)**

This policy enables students to initiate their own area of learning and to receive credit towards graduation. The policy also allows schools to recognize learning in a Ministry-developed or Board Authorized course that a student may not have completed. This policy is not a student entitlement but an enabling policy intended to allow students to pursue further studies of interest.

IDS credits may be awarded to students who have successfully completed independent work based on a subset of learning outcomes of Grade 10, 11 or 12 Ministry developed courses or Board Authorized courses. A student may study one or more learning outcomes in depth, or study more broadly a wide variety of learning outcomes from a single course.

IDS credits may only be used to satisfy elective requirements.

The maximum value for a single IDS course is four credits, but there is no limit to the total number of IDS credits a student may earn. The number of credits a student earns for an IDS will be set out in the plan developed by that student and a teacher, and approved by a principal.

Grade 12 IDS credits may count toward the minimum of 16 grade 12 credits required for graduation.

#### ***Procedures for IDS***

Students wanted to be consider for IDS are to provide a written letter requesting:

1. The reason for wanting to complete an IDS
2. The course and along with the portion of the course he/ she desires to study.
3. The number of credits they desire to achieve from the IDS course and how it connected to his/ her graduation plans.

For reporting and transcript purposes, schools must assign a letter grade and percentage for all credits earned through IDS.

IDS courses can be for 1, 2, 3, or 4 credits. If students complete a portion of the outcomes for a course, schools may report their achievement to the Ministry using IDS credits.