

## **HIGH SCHOOL PROGRAM ROUTE/ COURSE CHANGES**

### **Background**

Student achievement is to be the primary focus for schools and students. Students have different levels of achievement and program needs.

The minimum standard for promotion in high school courses is fifty percent (50%). However, in certain instances students not meeting the minimum standard are to be given an opportunity to proceed to the next grade level in a related lower stream course and that in other special circumstances, the normal prerequisites for a course may be waived. This allows students to continue to learn and develop their capabilities in a different program route with the possibility of earning retroactive credits.

### **Procedures**

1. A student who has achieved a mark of fifty percent (50%) or higher in a given course is eligible to take the next higher level high school course in that sequence (e.g. English 10-1, 20-1 or Applied Math 10, 20). For specific course sequences refer to Transfer Points (Recommended) and Course Sequences in the Program Planning section of the Guide to Education.
2. Students who do not achieve fifty percent (50%) in a course may elect to repeat the course or subject to compliance with all of the following conditions, may continue at the next higher level high school course in an alternative program route (e.g. English 10-1 to 20-2 or Social Studies 20-1 to Social Studies 30-2), subject to either one (1) of the following:
  - 2.1 The program is recommended by the teacher who taught the initial course (example: English 10-1), in consultation with:
    - 2.1.1 The receiving teacher of the next level of high school course in the alternative program route (example: English 20-2), and
    - 2.1.2 The school guidance counsellor (where available), and
    - 2.1.3 Approval by the Principal, or
  - 2.2 Approval by the Principal.
3. Retroactive Credits
  - 3.1 In these instances pursuant to clause 2, students successfully completing the next higher level course (e.g. Social 20-2) shall be granted the retroactive credit (for Social 10-2) in that sequence where the course is eligible for retroactive credits pursuant to the current Guide to Education. If applicable, students are to be made aware of credits of waived prerequisite courses.

4. Only in special circumstances will normal prerequisites be waived by the Principal. The following conditions shall be met for normal prerequisites to be waived:
  - 4.1 It is in the best interest of the student.
  - 4.2 Judgments are made on an individual basis, not for an entire class of students.
  - 4.3 The student possesses the knowledge, skills and attitudes identified in the waived course or program of studies.
  - 4.4 In the case of CTS, the student must present documentation that indicates that he or she has met the learning outcomes and safety requirements of the prerequisite course. This documentation could be:
    - 4.4.1 An external industry certificate.
    - 4.4.2 Records from a junior high school class.
    - 4.4.3 A letter from a previous teacher or Principal.
    - 4.4.4 A credible portfolio.
    - 4.4.5 An existing project that demonstrates their skills.
    - 4.4.6 The Principal must also take into consideration that the prerequisite course may be one in a series of courses required for admission into a post-secondary institution or to qualify for an external industry certificate and, therefore, requires an actual grade.
  - 4.5 The waiver provision does not apply to:
    - 4.5.1 French 13,
    - 4.5.2 Locally Developed/Acquired Courses and Authorized Complementary Courses (all),
    - 4.5.3 Math Prep 10,
    - 4.5.4 Physical Education 10,
    - 4.5.5 Registered Apprenticeship Program 15, 25, and 35,
    - 4.5.6 Special Projects 10, 20, and 30,
    - 4.5.7 Work Experience 15, 25, and 35.
5. Principals may consider the waiving of prerequisites for students desiring to change from a less academic to a more academic course (e.g. English 10-2 to 20-1) when both of the following criteria have been met:
  - 5.1 The teacher of the less academic course provides a written recommendation for the change in program.
  - 5.2 The student's final mark in the less academic course meets or exceeds the following minimum achievement expectations for changing program routes.

| Desired Program Change                                                                                                                             | Minimum Achievement Expectations |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| 1. Less academic course to next higher level course at the same grade level in grades 10 and 11 (e.g. Social Studies 20- 2 to Social Studies 20-1) | 70%                              |
| 2. Less academic course to next higher level course at the same grade level in grade 12 (e.g. English 30-2 to English 30- 1)                       | 70%                              |
| 3. Less academic course to next higher level course in the next grade (e.g. Social 10-2 to Social 20-1)                                            | 75%                              |
| 4. Applied Math 20 to Pure Math 20                                                                                                                 | 75%                              |
| <b>Specific Course Changes</b>                                                                                                                     |                                  |
| a. Social Studies 20-1 is the preferred prerequisite for Social Studies 30-1 and English 20-1 is the preferred prerequisite for English 30-1       |                                  |
| b. Mathematics: Refer to Transfer Points (Recommended) and Course Sequences, Mathematics in the Guide to Education                                 |                                  |
| c. Pure Mathematics 30 is a co-requisite for Mathematics 31                                                                                        |                                  |

## 6. Special Circumstances

- 6.1 Where a Principal in consultation with the Superintendent or designate has reason to believe that enforcement of the above procedures would cause undue hardship and be detrimental to the needs of a student, or does not take into account special time-tabling provisions, the procedures may be varied. Where this is done, notification of the fact is to be confirmed with the Superintendent.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 11, 18, 31, 33, 52, 53, 55, 196, 197, 222 Education Act  
Guide to Education ECS to Grade 12