



PROCEDURE 250	
Adopted	October 6, 2008
Last Revised	October 6, 2008
Review Date	October, 2013

SUBSTITUTIONS FOR COMPULSORY CREDITS

1. PURPOSE

In order to allow flexibility in designing a student's program and to ensure that all students can qualify for the secondary school diploma or certificate, substitutions may be made for a limited number of compulsory credit courses using courses from the remaining courses offered by the school that meet the requirements for compulsory credits.

The director of education has developed this administrative procedure to set out the requirements for substitutions for compulsory credits.

2. SUBSTITUTIONS FOR COMPULSORY CREDITS

Substitutions for the compulsory credits required to qualify for the Ontario Secondary School Diploma or the Ontario Secondary School Certificate may be approved by the director of education or a designate, who shall be an appropriate supervisory officer, as follows:

a) Replace up to three compulsory credits

For the Ontario Secondary School Diploma, up to three compulsory credits of the 18 compulsory credits required may be replaced by additional courses from among the remainder of those that meet the requirements for compulsory credits.

b) Seven compulsory credits required

For the Ontario Secondary School Certificate, for exceptional students, the seven compulsory credits required may be replaced with courses from the remainder of those that meet compulsory credit requirements.

3. ONTARIO STUDENT TRANSCRIPT

Each substitution shall be noted on the Ontario Student Transcript.

4. SPECIAL CONSIDERATION

Substitution may be considered for students based on consideration of his or her needs. The Principal will make the decision on the substitution based on consultation with the Student Success Team.

5. EXTENDED RANGE OF COURSES

- 5.1 Policy/Program Memorandum No. 139 extends the range of courses that may be used through substitution to meet a compulsory credit requirement.
- 5.2 A maximum of one credit earned for a learning strategies course may be used through substitution to meet a compulsory credit requirement. The limit of three substitutions remains in effect.
- 5.3 Credits earned for cooperative education courses may not be used through substitution to meet compulsory credit requirements.

Legal References:

- Ontario Secondary Schools, Grades 9 to 12 Program and Diploma Requirements
- Policy/Program Memorandum No. 139 Revisions to Ontario Secondary Schools (OSS) to Support Student Success and Learning to 18.

District References:

- Administrative Procedure 312 - Ontario Student Record (OSR)
- Administrative Procedure 388 - Assessment, Evaluation and Reporting of Student Achievement
- Administrative Procedure 390 – Promotion and Retention