

Policy for Substitution of Credits in Exceptional Circumstances

1. Application

This policy applies to all Grades 9 to 12 schools issuing the Manitoba High School Diploma. Substitution of credits does not apply to the Mature Student Diploma.

2. Rationale

Occasionally, exceptional circumstances may arise in which a high school student requires accommodation to earn compulsory credits required for graduation. As a reasonable measure to accommodate the student, the substitution of up to two optional credits for compulsory credits may be allowed.

3. Policy

In exceptional circumstances, and in discussion with parents/guardians, a school administrator may approve the substitution of a maximum of two optional credits for two compulsory credits toward the Manitoba High School Diploma.

A school division/school must have a substitution of credits policy in place for school administrators to be authorized to do this.

Substitution of credits is permitted for any compulsory course.

When a credit is substituted for another, the school must report the substitution to Education Administration Services using the *Substitution of Credits* reporting form available at www.edu.gov.mb.ca/k12/policy/gradreq/docs/substitution_form.pdf. The reason for the substitution is to be recorded on the form.

The substitution of credit(s) must be noted on the student's report card and transcript, and indicate the course(s) and grade level(s) involved.

Example:

A 40 level mathematics course is required for high school graduation. If a student did not complete a 40 level mathematics course, the school principal may substitute an optional course as credit toward graduation, such as Biology 40S substituted for Applied Mathematics 40S.

For report cards, the student's mark for Biology 40S would appear with a note in the principal's comment box that Biology 40S was substituted for Applied Mathematics 40S.

For mark transcripts, the student's mark for Biology 40S would appear with a note that Biology 40S was substituted for Applied Mathematics 40S.

The student's mark for Biology 40S would be reported to Education Administration Services. The school principal would also submit the *Substitution of Credit* reporting form to Education Administration Services. The form would indicate that the student completed Biology 40S as a substitution for Applied Mathematics 40S.