

Policy for Substitution of Credits in Exceptional Circumstances

1. Application

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

2. Rationale

Exceptional circumstances arise in which a high school student may require accommodation to earn compulsory credits for graduation. The substitution of a maximum of two optional credits for two compulsory credits is permitted to accommodate students in these circumstances.

3. Policy

In exceptional circumstances, and in discussion with parent(s)/caregiver(s), 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/district or school must have a substitution of credits policy in place for school administrators to be authorized to do this.

Substitution of optional credits is permitted for any compulsory course, up to a maximum of two.

When an optional credit is substituted for a compulsory credit, the school must report the substitution and the reason for the substitution to Education Administration Services using the Substitution of Credits Reporting Form. See www.edu.gov.mb.ca/k12/policy/gradreq/docs/substitution_form.pdf.

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

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.

On the report card, 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 school principal submits the Substitution of Credits reporting form and reports the student's mark for Biology 40S to Education Administration Services. The form indicates that the student completed Biology 40S as a substitution for Applied Mathematics 40S.