

## STUDENT CREDENTIALS ORDER

**Authority:** *School Act*, section 168 (2) (t)

Ministerial Order 164/96 (M164/96).....	Effective April 17, 1996
Amended by M235/98.....	Effective June 10, 1998
Amended by M280/98.....	Effective August 12, 1998
Amended by M19/00.....	Effective January 26, 2000
Amended by M403/00.....	Effective December 11, 2000
Amended by M215/01.....	Effective July 1, 2001
Amended by M324/04.....	Effective September 8, 2004
Amended by M382/04.....	Effective November 1, 2004
Amended by M188/06.....	Effective August 10, 2006
Amended by M235/07.....	Effective September 18, 2007
Orders of the Minister of Education	

### Interpretation

1. In this Order,

"adult student" means a person who is enrolled in the British Columbia Adult Graduation Diploma program and who:

- (a) is at least 19 years of age, or
- (b) is at least 18 years of age and:
  - (i) has not been enrolled in an educational program for at least one year prior to admission to the Adult Graduation Diploma program, and
  - (ii) obtains the approval of the enrolling post-secondary institution or board

"board" includes a francophone education authority;

"course" means

- (a) in relation to students to whom Ministerial Order 205/95, the Graduation Requirements Order, applies an organized set of learning activities in a subject area that meet the learning outcomes set in the applicable educational program guide listed in Ministerial Order 333/99, the Educational Program Guide Order, and includes a Board Authorized Course, as defined in Ministerial Order 285/04, the Board Authorized Course Order, a Ministry Authorized Course, and external credential and independent directed studies as defined in Ministerial order 205/95, the Graduation Requirements Order, and a local program under section 85(2)(i) of the *School Act*,
- (b) in relation to students to whom Ministerial Order 302/04, the Graduation Program Order, applies an organized set of learning activities in a subject area that meet the learning outcomes set in the applicable educational program guide listed in Ministerial Order 333/99, the Educational Program Guide Order, and includes a Ministry Authorized Course, an external credential and independent directed studies as defined in Ministerial Order 302/04, the Graduation Program Order, and a Board Authorized Course as defined in Ministerial Order 285/04, the Board Authorized Course Order,
- (c) in relation to adult students, course as defined in Ministerial Order 320/04, the British Columbia Adult Graduation Requirements Order.

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"credit" means

- (a) in relation to students to whom Ministerial order 205/95, the Graduation Requirements Order, applies credit as defined in that Ministerial Order,
- (b) in relation to students to whom Ministerial Order 302/04, the Graduation Program Order, applies credit as defined in that Ministerial Order, and
- (c) in relation to adult students, credit as defined in Ministerial Order 320/04, the British Columbia Adult Graduation Requirements Order;

"graduation requirements" means the requirements set out in

- (a) Ministerial Order 205/95, the Graduation Requirements Order,
- (b) Ministerial Order 302/04, the Graduation Program Order, and
- (c) Ministerial Order 320/04, the British Columbia Adult Graduation Requirements Order;

"IEP" means an IEP as defined in Ministerial Order 628/95, the *Individual Education Plan Order*."

"student with special needs" means a student with special needs, as defined in Ministerial Order 150/89, the Special Needs Student Order.

[am. M280/98; am. M19/00; am. M403/00; am. M215/01; am. M324/04, am. M188/06, am 235/07]

### British Columbia Certificate of Graduation (Dogwood Diploma)

- 2 (1) A student who meets the applicable graduation requirements is entitled to receive a British Columbia Certificate of Graduation from the Minister in accordance with sub-section (2).
- (2) The Minister may issue a British Columbia Certificate of Graduation:
- (a) in all circumstances, other than those described in paragraphs (b) to (d), in the form set out in Schedule A;
  - (b) where a student meets the requirements of the French Immersion Program, in the forms set out in Schedule A and Schedule B;
  - (c) subject to paragraph (d), where a student meets the requirements of Programme francophone, in the form set out in Schedule B,
  - (d) where a student to whom Ministerial Order 205/95, the *Graduation Requirements Order* applies meets the requirements of Programme francophone, and successfully completes English Language Arts 11 and 12, in the forms set out in Schedule A and Schedule B.
  - (e) where a student to whom Ministerial Order 302/04, the *Graduation Program Order*, applies meets the requirements of Programme francophone, and successfully completes English Language Arts 10, 11 and 12, in the forms set out in Schedule A and B.

[am. M235/98; am. M324/04, am. M188/06]

### British Columbia Adult Graduation Diploma (Adult Dogwood)

2.1 An adult student who meets the graduation requirements set out in Ministerial Order 289/00, the *British Columbia Adult Graduation Requirements Order*, is entitled to receive a British Columbia Adult Graduation Diploma from the Minister in the form set out in Schedule E.

[am. M403/00, am. M188/06]

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### British Columbia School Completion Certificate

3. (1) A board must develop and make available to parents a policy setting out the requirements that a student must meet for that board to recommend to the Minister that a student be awarded a School Completion Certificate.

(2) Despite any policy developed pursuant to sub-section 3(1), a board must recommend to the Minister that a student be awarded a School Completion Certificate if that student is a student with special needs who has an IEP and who is enrolled in an educational program that is not designed to meet the graduation requirements set out in Ministerial Order M205/95, *the Graduation Requirements Order* or Ministerial Order M302/04, *the Graduation Program Order*, whichever applies, and

- (a) in the case where all the learning outcomes of that student's educational program are contained in that IEP, the student meets the learning outcomes contained in that student's IEP, or
  - (b) in the case where not all the learning outcomes of that student's educational program are contained in the IEP, the student has successfully completed that student's educational program.
- (3) The Minister may issue a School Completion Certificate:
- (a) in the form set out in Schedule C, or
  - (b) where the student requests a British Columbia School Completion Certificate in French, in the form set out in schedule D.

[am. M324/04, am. M188/06]

### Transcripts

4. (1) A student, or adult student, as the case may be, who has met the applicable graduation requirements is entitled to receive a transcript of grades indicating the following:

- (a) all of the courses numbered 10, 11 or 12 that the student, or adult student, as the case may be, has successfully completed;
- (b) where the graduation requirements set out in Ministerial Order 205/95, *the Graduation Requirements Order* or Ministerial Order 302/04, *the Graduation Program Order*, as the case may be, apply to a student, or adult student, as the case may be, the number of credits earned for each course successfully completed;
- (c) the final letter grade and, the percentage as required under Ministerial Order 192/94, *the Provincial Letter Grades Order*, the percentage earned by the student, or adult student, as the case may be, for each course numbered 10, 11 or 12 that the student has successfully completed;
- (d) whether the graduation requirements as set out in:
  - (i) Ministerial Order 205/95, *the Graduation Requirements Order*; or
  - (ii) Ministerial Order 302/04, *the Graduation Program Order*; or
  - (iii) Ministerial Order 389/00, *the British Columbia Adult Graduation Requirements Order*have been met by the student, or adult students, as the case may be.

(2) REPEALED, M324/04 effective September 8, 2004.

[am. M403/00; am. M324/04]

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### Honours Standing

5. A student or adult student is entitled to receive a transcript of grades marked with the phrase "Achievement with Honours" where that student or adult student has
- (a) successfully completed the graduation requirements, and
  - (b) obtained a greater than 3.0 Grade Point Average as determined in accordance with the directions issued by the Ministry of Education.

[am. M403/00]

### Handbook of Procedures

6. Where a board issues a British Columbia Certificate of Graduation, a British Columbia School Completion Certificate or a transcript of grades to a student, the board must issue this document in accordance with the Ministry of Education "*Handbook of Procedures for the Graduation Program*" that is in effect at the time the student is entitled to receive that document.

[am. M235/98; am. M324/04; am. M382/04, am 235/07]

# **STUDENT CREDENTIALS ORDER**

## **Schedule A**

The British Columbia Certificate of Graduation shall read and be printed in the following form:

**Province of British Columbia  
Ministry of Education**

**This is to certify that**

**has satisfied the Graduation requirements of  
the British Columbia School System.**

**Accordingly, this British Columbia Certificate of Graduation  
is issued under the authority of  
the Minister of Education.**

## **STUDENT CREDENTIALS ORDER**

### **Schedule B**

The British Columbia Certificate of Graduation shall read and be printed in the following form:

**Province of British Columbia  
Ministry of Education**

**Nous, soussignés, attestons que**

**a satisfait aux exigences  
du système scolaire de la Colombie-Britannique.**

**En foi de quoi, nous lui décernons ce diplôme  
de fin d'études secondaires en Colombie-Britannique  
en vertu des pouvoirs détenus par le ministre de l'Éducation.**

## **STUDENT CREDENTIALS ORDER**

### **Schedule C**

The British Columbia School Completion Certificate shall read and be printed in the following form:

**Province of British Columbia  
School Completion Certificate**

**This is to certify that (student name), upon recommendation of the Board of Education, is hereby issued this British Columbia School Completion Certificate under the authority of the Minister of Education.**

## **STUDENT CREDENTIALS ORDER**

### **Schedule D**

The British Columbia School Completion Certificate shall read and be printed in the following form:

**Province of British Columbia  
Certificat de fin de scolarité**

**Nous, soussignés, attestons que (nom de l'élève) a satisfait aux exigences du conseil scolaire.  
En foi de quoi, nous lui décernons ce certificat de fin de scolarité en Colombie-Britannique,  
en vertu des pouvoirs détenus par le ministre de l'Éducation.**

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**Schedule E**

The British Columbia Adult Graduation Diploma shall read and be printed in the following form:

**Province of British Columbia**

**BRITISH COLUMBIA ADULT GRADUATION DIPLOMA**

**This is to Certify That**

**has satisfied the  
British Columbia Adult Secondary Graduation Requirements**