

# BRITISH COLUMBIA ADULT GRADUATION REQUIREMENTS ORDER

**Authority:** *School Act*, section 168 (2)(b) and (5)

|   |                              |
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| { Ministerial Order 320/04 (M320/04)..... | Effective September 1, 2004  |
| { Repeals M389/00                         |                              |
| Amended by M169/05.....                   | Effective July 28, 2005      |
| Amended by M142/06.....                   | Effective June 23, 2006      |
| Amended by M235/07 .....                  | Effective September 18, 2007 |
| Amended by M196/11.....                   | Effective July 21, 2011      |
| Orders of the Minister of Education       |                              |

## Interpretation

1. In this order,

“ABE course” means an Adult Education course listed in the Articulation Handbook;

“Articulation Handbook” means the current booklet entitled “Adult Basic Education in British Columbia’s Public Post-Secondary Institutions – An Articulation Handbook” issued by the Ministry of Advanced Education;

“adult student” means a person who is enrolled in the British Columbia Adult Graduation Diploma program offered by a board and who is

(a) at least 19 years of age, or

(b) 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 British Columbia Adult Graduation Diploma program, and

(ii) obtains approval of the enrolling board;

“board” includes a francophone education authority;

“Board Authorized Course” means a Board Authorized Course authorized by Ministerial Order 285/04, the Board Authorized Course Order;

“British Columbia Adult Graduation Diploma” has the same meaning as in the *School Act* and is in the form as set out in Schedule “E” to Ministerial Order 164/96, the Student Credentials Order;

“challenge process” means a process for the assessment of an adult student’s learning to determine if the adult student can demonstrate achievement of the prescribed learning outcomes of a Grade 11 or Grade 12 Ministry Authorized Course and, in such a case, to award the applicable course credit, letter grade and percentage for that course;

“course” means an organized set of learning activities in a subject area that meet the learning outcomes set out in the applicable educational program guide listed in Ministerial Order 333/99, the Educational Program Guide Order, and includes a post-secondary level course completed at a post-secondary institution that is a member of the British Columbia Transfer System or a course completed in French through the Educacentre;

“Course Registry” means an online compilation of all Kindergarten to Grade 12 courses offered in British Columbia;

“credit” means the numerical value, as determined in accordance with this order, that is earned by an adult student for the successful completion of a course;

“equivalency review” means a process to determine whether an adult student’s documentation indicating successful completion of a course outside of the British Columbia School System shows, in the opinion of the board, that the adult student has met learning outcomes equivalent to the prescribed learning outcomes of a Grade 11 or Grade 12

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Ministry Authorized Course and, in such a case, to award the adult student the applicable course credit, letter grade and percentage for the equivalent Grade 11 or Grade 12 course;  
“external credential” has the same meaning as in the Graduation Program Order;  
“Graduation Program Order” means Ministerial Order 302/04, the Graduation Program Order;  
“Handbook of Procedures” means the current booklet entitled “Handbook of Procedures for the Graduation Program” approved by the Minister and issued by the Ministry of Education;  
“local program” means a local program developed and offered by a board under section 85(2)(i) of the *School Act* or a francophone education authority under section 166.4 of the *School Act*;  
“Minister” means the Minister of Education;  
“Ministry Authorized Course” means a Ministry Authorized Course listed in the Course Registry and includes an external credential;  
and  
“post-secondary credit” has the same meaning as in the Graduation Program Order.

[am. M142/06, am M235/07; am M196/11]

### Course Completion Requirements

2. (1) For an adult student to successfully complete a course, as required by this order, the adult student must
- (a) subject to paragraph (b), obtain a final grade of at least C- (50%) in the course, and
  - (b) in a course for which there is an examination set by the Ministry of Education,
    - (i) write that examination, and
    - (ii) receive a final, composite grade of at least C- (50%) that is derived from 60% of the final school mark for that course, and 40% of the examination mark.
- (2) Despite subsection (1)(b)(ii), an adult student is not required where the Ministry of Education has set a Grade 11 or 12 examination for that course, to write that examination.
- (3) Where an adult student described in subsection (2) writes an examination set by the Ministry of Education under subsection (1), subsection (1)(b)(iii) applies to the calculation of the final grade for that course.
- (4) Where an adult student described in subsection (2) does not write the examination, yet receives credit for the course,
- (i) the adult student’s final grade is determined by the adult student’s final school mark only; and
  - (ii) the adult student’s transcript of grades must indicate a “Q” code for that course.

### Adult Graduation Requirements

3. (1) In this section, a reference to “provincial level” or “advanced level” denotes the differentiation of course levels described in the Articulation Handbook and a reference to “post-secondary level” denotes a course offered by publicly funded colleges, university colleges, universities and institutes in the Province at a level beyond the secondary level.
- (2) To graduate with a British Columbia Adult Graduation Diploma, an adult student must earn at least
- (a) 20 credits in the secondary system; or
  - (b) 5 courses in the post-secondary system; or
  - (c) a combination of the above.

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in accordance with subsection (3).

- (3) - An adult student must
- (a) earn four credits in a Language Arts 12 course that meets the Language Arts requirements in the Course Registry or successfully complete one College or ABE qualifying course in the English subject area at either the provincial or post-secondary level;
  - (b) earn 4 credits in a Mathematics 11, Mathematics 12, Accounting 11 or Accounting 12 course that meets the mathematics requirements in the Course Registry or successfully complete one College or ABE qualifying course in Mathematics at either the advanced, provincial or the post-secondary level; and
  - (c) either
    - (i) earn a total of 12 credits in three “4 credit” Grade 12 Ministry Authorized Courses or successfully complete three College or ABE qualifying courses at the provincial level or the post-secondary level, or
    - (ii) meet the following:
      - (A) earn a total of 12 credits, comprised of a “4-credit” Social Studies 11 course or a “4-credit” First Nations 12 course and two “4-credit” Ministry Authorized Courses that meet the requirements in the Course Registry, or
      - (B) successfully complete one College or ABE qualifying course in Social Science at the advanced level and two courses at the provincial or post-secondary level.

(4) An adult student may not earn graduation credit for Board Authorized Courses or local programs toward the British Columbia Adult Graduation Diploma.

[am 196/11]

### Amendments

4. Notwithstanding any other section of this order, where an amendment to this order modifies the subject area to which credits are to be applied or modifies where a course is a required course or a course for elective credit, that amendment

- (a) applies only to adult students who successfully complete that course after the date the amendment comes into force, and
- (b) does not affect the credits required by an adult student for that course if the adult student successfully completed that course before the amendment came into force.

### Deemed Equivalency

5. Courses and ABE courses in the same subject area that are recognized to be of equal credit in

- (a) the Course Registry or
- (b) the Articulation Handbook

are deemed for the purposes of this order for the determination of credits as set out in section 3(3).

[am 196/11]

### Equivalency

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- 6.** (1) A board must establish an equivalency review process in relation to courses not otherwise deemed equivalent under the provisions of section 5.
- (2) Subject to the procedures established under subsection (1), an adult student may request an equivalency review.
- (3) On request by an adult student under subsection (2), the board must ensure that an equivalency review is carried out in accordance with the procedures established under subsection (1) and the equivalency review is free of charge.

### **Challenge Process**

- 7.** (1) In this section, “offered” means taught in the school year in which a challenge process is being requested.
- (2) A board must establish a challenge process.
- (3) Subject to the procedures established by a board under subsection (2), an adult student may request an opportunity to undertake a challenge process with respect to any Ministry Authorized Course numbered 11 or 12 offered in the Province, excluding external credentials, provided the student has not successfully completed the course through previous enrolment.
- (4) On request by an adult student under subsection (3) the board must
- (a) prior to initiating the challenge process, carry out an equivalency review in accordance with section 6, and
  - (b) if the board determines that credit cannot be awarded through the equivalency review ensure that the adult student is afforded the opportunity to undertake a challenge process in accordance with the procedures established by the board under subsection (2) and that the challenge process is free of charge.
- (5) (a) For the purpose of establishing a challenge process, a board may enter into an agreement with another board to make a challenge process available
- (i) for any Ministry Authorized Course not being offered in the district, or
  - (ii) to adult students in the other board’s school district if a Ministry Authorized Course is not offered in that district.
- (b) The board providing the challenge process to an adult student who is not enrolled with the board may charge the board with which the adult student is enrolled the costs associated with providing the challenge.
- (6) Despite subsection (3), a board is not obliged to provide an adult student with an opportunity to undertake a challenge process for courses in the first year that the educational program guide for the course is being implemented.

[am. M169/05, am. M142/06, am M235/07]

### **Post-Secondary Credit**

- 8.** The post-secondary credit review process set out in section 10 of the Graduation Program Order applies to adult students with respect to the graduation requirements set out in section 3 of this order.

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### **External Credentials**

**9.** The external credential review process set out in section 11 of the Graduation Program Order applies to adult students.

[am. M169/05]

### **Specified Learning Outcomes and Course Requirements**

**10.** Where a board provides an educational program that includes a course numbered 11 or 12, the board must ensure that the educational program provided includes all the learning outcomes specified in the applicable educational guide listed in Ministerial Order 333/99, the Educational Program Guide Order, for that course and is provided in a manner that complies with the *School Act*.