

In Effect as of August 2018



**Equivalency, Challenge,  
Independent Directed  
Studies, External Credits,  
Distributed Learning and  
Dual Credit Policies**

## **Course Challenge**

Students in Grades 11 and 12 are entitled to challenge eligible courses that are offered by Studio9. A course may be challenged when there is no documentation to review for equivalency and students provide compelling evidence that success in the process is probable.

A student is entitled to challenge a course if he or she:

- is currently enrolled at Studio9, or is enrolled in the Distance Education school where the challenge is being requested
- has not completed the course through previous enrolment
- can give compelling evidence that he or she will succeed in the challenge
- shows that the challenge is linked to his or her Student Learning Plan

Students may challenge a course based on successful completion of a combination of projects and exams based on prescribed Learning Standards as set out by the Ministry of Education or in Studio9's Board Authorized Course.

Approval of the challenge and the challenge process must be reviewed and signed off by the Principal prior to proceeding with the challenge process.

## **External Credits**

In an effort for students to participate in training sources outside of the Studio9 campus, students can acquire skills of a nature similar to school courses via the external credit program.

To apply for external credits the student must first notify the Principal of this course of action, and then apply for a particular program (such as the Industry Training Authority). Studio9 must receive the necessary documentation/proof of training and hours spent. Applicable credits will then be awarded to the student.

## **Independently Directed Studies**

There are instances where, for a variety of reasons, a students' attendance at school might be impossible. Reasons might include, but are not limited to, illness, travel opportunities, classroom behavioural issues, career opportunities, and psychological issues. Should this situation arise, the student may be accommodated with an independently-directed study plan to meet the student's academic needs.

The Principal, with advice and input from staff and parents, may allow for an Independently Directed Studies program to be designed that provides the student an opportunity work on his/her own to complete credit subjects. Independently Directed Studies might include a combination of resources, assignments, examinations and projects based on the individual situation, abilities and technologies available to the student.

Independently Directed Studies will be designed to fulfill learning outcomes in Ministry and/or Board Approved Courses, within a reasonable time frame.

## **Equivalency (Documented Prior Learning)**

Studio9 may be able to award credit to students who have successfully completed an equivalent Grade 10, 11 or 12 course from an educational jurisdiction or institution outside the BC school system.

The Ministry of Education may make determinations about equivalency that apply to all students. Such determinations will be listed in the Handbook of Procedures for the Graduation Program or online Course Registry.

With some exceptions for international students (see the International Student Graduation Credit Policy for further information), all students enrolled at Studio9 are entitled to apply for an equivalency review of their documented prior learning.

Studio9 will award credit based on equivalency for Grades 10, 11 and 12 Ministry-developed courses (including courses with a Graduation Program Exam) and Board Authorized courses.

There is no limit to the number of credits students may be awarded through equivalency.

Studio9 may ask students to provide translations if documents are not in English or French.

### 1. Procedures for Equivalency

Studio9 will award credit through equivalency following review by the Principal. For the purpose of determining equivalency, comparison of courses may be based on factors such as the following:

- comparison of learning outcomes
- comparison of general subject matter
- comparison of depth or breadth of coverage of subject matter
- comparison of assessment methods, instruments, and standards.

To be deemed equivalent, there should be a match of approximately 80 percent or more of the learning outcomes to either a Ministry-developed or Board Authorized Grade 10, 11 or 12 course.

In order to receive credits through equivalency, students must provide the appropriate documentation as proof of successful completion of the course.

For reporting and transcript purposes, Studio9 will assign a letter grade and percentage to all credits awarded through equivalency. If the student's documents show only a letter grade or level, Studio9 may choose to assign a percentage, based on the mid-point of the matching British Columbia letter grade range. Studio9 may use "Transfer Standing" (TS) if it is not possible to determine a letter grade and a percentage from the documentation.

## **Dual Credit**

Dual Credit means that credit earned at the post-secondary level can be used as credit towards high school graduation. Dual Credit programs allow students the opportunity get a head start on a career while earning both high-school credits and post-secondary credentials while in high school. Dual Credit programs can be taken through ACE IT (Industry Training Authority) . These include foundation trades training programs with post secondary training partners.

Students who would benefit from a hands-on learning opportunity through an apprenticeship, students who have explored their career choice and would like to pursue a program offered through ACE IT, and students who are in their grade 11 or 12 year are eligible for the dual credit program.

Students who wish to apply for a dual credit program through ACE IT must discuss this first with the Principal and CEO. If appropriate accommodations can be made regarding the student's schedule so that graduation requirements can be met, the student may then proceed in finding an appropriate apprenticeship. This apprenticeship must be able to train the student according to ACE IT standards and provide the school with all necessary assessments, as per the ACE IT program.

Once the student has secured the apprenticeship, information regarding the apprenticeship must be obtained by the school and a communication between Studio9 and the apprenticeship started. The educational opportunity, safety, and security of the student must be ensured and all documentation completed prior to the start of the apprenticeship.

The individual in charge of supplying the apprenticeship opportunity is expected to be in frequent communication with the Principal and CEO, reporting assessments, progress, and any challenges to them in a timely fashion. Once the apprenticeship is completed, all documentation must be completed and secured by the school prior to the official end of the apprenticeship.

More information on the ACE IT program may be found at [www.itabc.ca](http://www.itabc.ca).

## **Distributed Learning**

Students who attend Studio9 and are in grades ten to twelve may take part of their educational program by means of distributed learning. Distributed Learning (DL) provides the flexibility to meet learning needs of many Studio9 students not served through Studio9's standard school program, due to lack of students who want to take the course or resources.

Students are not permitted to take a DL course in lieu of a course offered by Studio9 because of a lack of interest. Students must have justification of why they would like to "drop" the Studio9 course and replace this course with a DL course. Valid justification of this includes a diagnosis or accommodations noted on the student's Individual Education Plan that pertains to taking the Studio9 course or the need for a specialized course that Studio9 does not offer in order to

## In Effect as of August 2018

graduate or enter a post-secondary program. However, a student may replace the scheduled Studio9 course with a different Studio9 course offered at the same time (including individualized courses such as Teacher Assistant or apprenticeship programs).

Students who choose to take DL must notify the Principal prior to registering for a course. If appropriate accommodations can be made regarding the student's schedule, the student may then proceed to register for a Distributed Learning course through an accredited DL school in British Columbia (such as SCIDES or eBus).

For students who take a DL course in place of another course offered during the school day, provisions will be made so that the student has a quiet space to work with internet access. The expectation is that the student uses the entire allotted time to work on the DL course.

For students who take a DL course in order to make up missed courses or to graduate early, and the course is not in place of another course offered during the school day, students are expected to work on/complete the course after regular school hours.

Updates on student progress in DL courses must be communicated to Studio9 by the DL school, in order for accurate records to be maintained. Upon completion of the course, documentation of the course being completed and assessment/grades provided at the end of the course must be provided to Studio9. Upon receipt of these documents, Studio9 may enter this course as completed in the student's official records. It is the sole responsibility of the student and his/her/their parents to register and complete the course as per the standards of the DL school.

### **Independent Directed Studies Policy (IDS)**

This policy enables students to initiate their own area of learning and to receive credit towards graduation. The policy also allows schools to recognize learning in a Ministry-developed or Board Authorized course that a student may not have completed. This policy is not a student entitlement but an enabling policy intended to encourage schools to allow students to pursue studies of interest.

IDS credit may be awarded by boards to students who successfully complete independent work based on the content of Grade 10, 11 or 12 Ministry developed courses or Board Authorized courses. A student may study in more detail the content of a course that has been completed, or study a subset of the content of a course that has not been taken.

IDS credits may only be used to satisfy elective requirements.

The maximum value for a single IDS course is four credits, but there is no limit to the total number of IDS credits a student may earn. The number of credits a student earns for an IDS will be set out in the plan developed by that student and a teacher, and approved by a principal. Grade 12 IDS credits may count toward the minimum of 16 grade 12 credits required for graduation.

Procedures for IDS

## In Effect as of August 2018

Awarding of credit through an IDS should be governed by the procedures of the board of education.

For reporting and transcript purposes, schools must assign a letter grade and percentage for all credits earned through IDS.

IDS courses can be for 1, 2, 3, or 4 credits. If students complete some but not all of the content a course, schools may report their achievement to the Ministry using IDS credits.

### 3. Independent Directed Studies Policy (IDS)

This policy enables students to initiate their own area of learning and to receive credit towards graduation. The policy also allows schools to recognize learning in a Ministry-developed or Board Authorized course that a student may not have completed. This policy is not a student entitlement but an enabling policy intended to allow students to pursue further studies of interest.

IDS credits may be awarded to students who have successfully completed independent work based on a subset of learning outcomes of Grade 10, 11 or 12 Ministry developed courses or Board Authorized courses. A student may study one or more learning outcomes in depth, or study more broadly a wide variety of learning outcomes from a single course.

IDS credits may only be used to satisfy elective requirements.

The maximum value for a single IDS course is four credits, but there is no limit to the total number of IDS credits a student may earn. The number of credits a student earns for an IDS will be set out in the plan developed by that student and a teacher, and approved by a principal.

Grade 12 IDS credits may count toward the minimum of 16 grade 12 credits required for graduation.

#### Procedures for IDS

Students wanted to be consider for IDS are to provide a written letter requesting:

1. The reason for wanting to complete an IDS
2. The course and along with the portion of the course he/ she desires to study.
3. The number of credits they desire to achieve from the IDS course and how it connected to his/ her graduation plans.

For reporting and transcript purposes, schools must assign a letter grade and percentage for all credits earned through IDS.

IDS courses can be for 1, 2, 3, or 4 credits. If students complete a portion of the outcomes for a course, schools may report their achievement to the Ministry using IDS credits.