

Adult Graduation Diploma Appendices

This document is intended to assist NLC employees in providing advice to students on graduation requirements for the BC Adult Graduation Diploma.

Appendix A – Record Keeping Notes

To facilitate program plans and degree-audit, the following records must be maintained in the Office of the Registrar.

1. *High school transcripts* with course-work applicable to the Adult Graduation Diploma must be official and kept by the Office of the Registrar.
2. *Post-secondary transcripts* with course-work applicable to the Adult Graduation Diploma must be official and kept by the Office of the Registrar.
3. Learning outcome documents (such as course outlines) establishing equivalency to a BC High School course must be kept on file with Dean responsible for CCP. This must be maintained indefinitely to provide audit assurance.

Appendix B – High School Course Recognition Notes

As graduation requirements for the BC Adult Graduation Diploma include courses taken in high school, high school courses applied to the Diploma must be officially recorded in the student's record. Official transcripts must be submitted through Admissions or the Office of the Registrar and added to the students record before course recognition assigned and approved learning plans can be made.

Courses taken at a BC high school will be recognized as BC High School courses in the student record. Note that NLC will not recognize Q-courses, Board Authorized (BAA) courses, or Locally Developed (LD) courses beyond what has been explicitly approved by the Ministry of Education for use in the Adult Graduation Diploma.

Courses taken at a high school outside of the BC and Yukon school districts, may be recognized by NLC. However, these courses must be articulated against BC high school curriculum. Should the College choose to recognize high school coursework taken in another jurisdiction, the Dean responsible for CCP will:

- a. Maintain source history of learning outcome documents (such as course outlines) establishing equivalency to a BC High School course. This must be maintained indefinitely to provide audit assurance.
- b. Advise the Office of the Registrar:
 - a. The jurisdiction (e.g. Alberta Ministry of Education)
 - b. The jurisdiction course code (E.g. ELA3105)
 - c. The jurisdiction course title (E.g. English Language Arts 30-1)
 - d. The BC Ministry of Education course code equivalent (e.g. EN-12)
 - e. The period the recognition is valid for (e.g. Sep 2003 – present)

The Office of the Registrar will maintain a record of these decisions, and apply the same decision to all subsequent students with comparable completions.

Students receiving High School Course Recognition satisfy program admission requirements and/or course requisites where CCP courses are included in the requirements.

Appendix C – Transfer Credit Notes

NLC does not grant transfer credit for courses taken in high school (except for International Baccalaureate or Advanced Placement courses). However, adult basic education courses taken at a recognized post-secondary can be transferred to NLC. Equivalencies established in the current ***Adult Basic Education: A Guide to Upgrading in British Columbia's Public Post-Secondary Institutions – An Articulation Handbook*** address transfer equivalencies for coursework completed in BC.

ABE courses taken at non-BC *post-secondary institutions* will be assessed through regular transfer credit processes (submission of transfer credit request and course outlines), and where appropriate, articulated as NLC CCP course equivalents. Normally, transfer credit for a given course at a specific institution is precedent setting.

Transfer credit is recorded as part of a student's academic record. Equivalencies are displayed on the NLC Official Transcript; final grades are reported as "TR" (Transfer Credit).

Students receiving transfer credit for articulated courses satisfy admission requirements and/or course requisites where CCP courses are included in the requirements.

Appendix D – Course Substitution Notes

If a student has completed course-work at NLC, or has received college-level transfer credit (as noted above) for course-work completed elsewhere that does not clearly articulate as English 12 or Math 11, the Dean responsible for CCP may approve a course substitution. Note that eligibility requirements, as stipulated by the Minister of Education, must still be satisfied. Course substitutions are approved on a student-by-student basis.

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Source: Office of the Registrar