



SD73 Guidelines for Assigning Graduation Programs

Timeframe	Action
Beginning of grade 8 & 9	<ul style="list-style-type: none"> Ensure all students in the school are assigned to the <i>2004 – Graduation Program</i>.
Beginning of grade 10	<ul style="list-style-type: none"> Most students continue in <i>2004 – Graduation Program</i>. Students with a current Student Services (special needs) designation <u>may</u> have their graduation program changed to <i>School Completion Certificate Program (SCCP)</i>. <ul style="list-style-type: none"> Parents/guardians must provide informed consent, and The <i>SCCP</i> must meet the goals of the student’s Individual Education Plan (IEP).
At the age 18	<ul style="list-style-type: none"> Most students continue in <i>2004 – Graduation Program</i>, if they remain enrolled in school. If no longer school-aged and student is not able to complete the <i>2004 – Graduation Program</i>, then the student can be placed into the <i>Adult Graduation Program</i> with appropriate communication between school and student.

Schools must follow the [SD73-Grad-Matrix-Final-Version.pdf](#) document posted in the standards folder on myed73.sd73.bc.ca

Graduation Programs are assigned to students via **Student Top Tab**, **Transcript Side Tab**, **Programs of Study** sub-side tab. Click **Options**, **Add**. Complete the dialogue box as shown.

Options ▾ Reports ▾ Help ▾ 🗨

Save Cancel 3. save Default Template ▾

Name 🔍 1. Select the graduation program

Total credit

Diploma type

Description

Primary program study 2. check this box

Requirement Waivers

Code	Required unit	Type	Description	Credits waived	Reasons for the waiver
No matching records					

Add Delete

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Ministry of Education Standards:

Assigning a Graduation Program (Program of Study)

When a student enters the graduation program (grade 10) a Program of Study must be assigned to them. For most students, this will be the *2004 - Graduation Program*.

Assign graduated adults (those who have graduated either in BC or another jurisdiction) to the graduation program that they graduated on previously. If the student's previous graduation program is unknown, use the most recent graduation program (currently 2004 - Graduation Program). The Ministry transcript for these students will be updated with the results of the student's new courses upon TRAX upload. Graduated adults should not be assigned the Adult Graduation program unless that is the program they previously graduated on.

Source: MyEducation BC Standards Document

School Completion Certificate Program

The School Completion ("Evergreen") Certificate is intended to celebrate success in learning that is not recognized in a Certificate of Graduation (Dogwood Diploma). It is used to recognize the accomplishments of students with special needs and an Individual Education Plan, who have met the goals of their education program, **other than graduation** (and not all students with special needs should be in an Evergreen Certificate Program.) **The Evergreen Certificate is not a graduation credential**; students who receive an Evergreen have not graduated. It is important that students and their parents clearly understand that the Evergreen represents the completion of personal learning goals but does not represent graduation.

Some students may be unable to meet graduation requirements due to their special needs. However, the decision to put a student in an Evergreen Program should not be made prior to Grade 10, and should include the informed consent of the student's parent(s)/guardian(s).

All students of school age are entitled to an education program, whether or not that program leads to graduation. For students pursuing an Evergreen Certificate, their education program should enable them to meet their individual learning goals. Accordingly, they should have an Individual Education Plan (IEP) that indicates their personal education goals, how the goals will be achieved, and on-going monitoring and assessment to know when the goals have been met and an Evergreen Certificate should be issued. Parents and, wherever appropriate, the student are to be provided an opportunity to be consulted about the preparation of the IEP.

Source: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/school-completion-certificate-program>