

## Certificate of School Completion

The Certificate of School Completion in special education can be awarded to students with significant cognitive delays who meet the qualification criteria listed below. To receive the certificate, a student must be nominated by the principal/assistant principal of his or her school.

All nominations must be submitted by the school principal/assistant principal as the student completes his or her last year of schooling through an [Extranet](#) application called Certificate of School Completion. To access this application, contact the [Client Services Help Desk](#).

### Qualification Criteria

- The student, due to significant cognitive disabilities, is not able to achieve any of the following certificates or diplomas:
    - Alberta High School Diploma
    - Diplôme d'études secondaires de l'Alberta
    - High School Equivalency Diploma
    - Diplôme d'équivalence d'études secondaires
    - Certificate of Achievement (IOP)
    - Certificat de réussite
    - Certificate of High School Achievement (Knowledge and Employability)
    - Certificat de réussite d'études secondaires (Connaissances et employabilité)
  - The student will usually not have achieved credits in any of the four core subject areas: mathematics, science, social studies and English language arts.
  - Credits achieved by the student have not been applied to a Diploma or a Certificate of High School Achievement (Knowledge and Employability).
  - The student has worked toward goals and objectives in an Individualized Program Plan that is consistent with Alberta Education requirements.
  - By the end of the current school year, the nominee has been a student for at least 12 years (and is 17 years of age by March 1 of the current year).
  - The school year in which the nomination is being submitted is the student's last year of school programming.
- The student has participated in special education programming (has been identified with one of the following special education codes at the time of school completion: 41, 42, 43, 44, 45, 46, 51, 52, 53, 55, 56, 58, 59). If coded 42, 44, 45, 46, 53, 55, 56, 58 or 59, the student must also have a significant cognitive delay.

## Mature Students

Mature student status is granted effective September 1 for the subsequent school year. All the necessary criteria are to be satisfied prior to September 1.

- A mature student, for Alberta High School Diploma purposes, is one who, as of September 1 of the current school year, is:
  - 19 years of age or older; or
  - the holder of a previously awarded high school diploma from the province of Alberta; or an equivalent high school diploma from a jurisdiction acceptable to the Minister.
- The privileges afforded by the granting of mature student status are not applied retroactively to a student's completed course work on file with Alberta Education. The application of mature student status is conditional upon the completion of new course work subsequent to September 1 of the school year in which the status becomes effective.
- If a dispute or uncertainty as to whether or not a person qualifies for mature student status still exists after all avenues of appeal have been explored at the jurisdictional or school authority level, cases may be submitted, in writing, to the Special Cases and Accommodations Team. If the matter cannot be resolved by the Special Cases and Accommodations Team, the student may appeal to the Special Cases Committee by writing to the Executive Secretary, Special Cases Committee, [Assessment Sector](#), Alberta Education.
- Mature students enrolled in credit courses must be registered with [Student Records](#).

- A mature student may earn senior high school credits after successfully completing:
  - courses offered in a regular accredited school
  - courses offered under extension programs
  - courses offered by the [Alberta Distance Learning Centre](#)
  - a diploma examination conducted by Alberta Education with or without formal course instruction.
- A mature student is eligible to enroll in any course at the senior high school level or to write a diploma examination without holding the required prerequisite courses.
- A mature student who has achieved a standing of 50% or higher in a senior high school course, by any of the alternatives noted above, will automatically be awarded credits by Alberta Education in the normal prerequisite(s) for the course(s) completed. The credits awarded for each prerequisite course will be the same as the number of credits achieved for the course completed, unless otherwise specified by the principal. However, a mature student who completes a lower-level sequence and transfers to the highest course in a higher-level sequence will receive credits only for the courses completed. For example, a mature student completing Social Studies 10-2, 20-2, 30-2 and Social Studies 30-1 will receive 20 credits. See [Waiver of Prerequisites and Credits for Waived Prerequisite Courses](#), second example, in the Awarding Course Credits section.
- Mature students are eligible to receive the Alberta High School Diploma, the Certificate of Achievement or the Certificate of High School Achievement upon completing the specified requirements. They are not, however, required to complete Physical Education 10 or Career and Life Management.

Many school authorities offer comprehensive programs for mature students in both credit and noncredit areas. Interested mature students should consult their school authority for details about such programs.

Mature students who enroll in senior high school courses may earn the Alberta High School Diploma under the current diploma requirements. See [Alberta High School Diploma Requirements](#) in this section.

Mature students who have not previously attended senior high school are expected to meet the current requirements, except for Physical Education 10 and CALM, to earn an Alberta High School Diploma.

Mature students who entered senior high school prior to 1994–1995 may meet the current requirements or the requirements that were in effect the year they entered high school. [Appendix 2](#) contains a chart that outlines the requirements for years prior to 1994–1995.

Principals will notify [Student Records](#) when they have programmed students to meet the requirements for years prior to 1994–1995.

For more information, also see [Grade 10 Students](#) in the [Student Placement and Promotion](#) section.

## High School Equivalency Diploma

There are two alternatives for achieving a [High School Equivalency Diploma](#).

### Alternative 1

A person, 18 years or older as of September 1 of the current school year, who is deficient in the credits needed for an Alberta High School Diploma and who has been out of school for at least 10 consecutive months and who wishes to obtain a High School Equivalency Diploma should apply to the principal of a senior high school in the community. The principal will forward the High School Equivalency Form to Alberta Education (Student Records) indicating that the following requirements have been met. Copies of all necessary documents should be retained by the principal in accordance with school authority requirements.

The candidate shall obtain 100 school credits as set forth below:

- A minimum of 60 credits must be gained through classroom instruction in a school or other institution accredited by or acceptable to Alberta Education (for out-of-province students) that offers approved senior high school courses, as follows:
  - a high school course in mathematics (5 credits)
  - a high school course in science (3 credits)
  - English Language Arts 30-1 or 30-2 (5 credits)
  - one other 30-level course, other than English language arts (5 credits)
  - additional high school courses (42 credits).
- Additional credits which, when added to those gained according to the above, total at least 100, as follows:
  - additional high school courses
  - additional approved adult education courses under recognized agencies; e.g., public colleges, institutes of technology, extension divisions of universities, adult evening classes AND/OR
  - a maximum of 15 credits for maturity, according to the following scale:
    - age 21–24 (inclusive) 5 credits
    - age 25–29 (inclusive) 10 credits
    - age 30 and over 15 credits
  - a maximum of 5 credits for extensive travel
  - a maximum of 5 credits for extensive reading or private study.

For more information about Alternative 1, contact [Student Records](#).

### **Alternative 2**

A person, 18 years or older, who has been out of school for at least 10 consecutive months, who passes all five tests in the General Educational Development (GED) test battery with a minimum standard score of 450<sup>①</sup> or better in each test and meets the eligibility requirements will be granted a High School Equivalency Diploma.

For more information about Alternative 2 and the GED program, contact the Provincial GED Administrator, [Assessment Sector](#).

## High School Completion Rate

Following are the definitions used to calculate the High School Completion Rate measure of the Accountability Pillar.

### **Credentialed Completers**

Students can achieve high school completion status through a variety of means. The majority of students receive one of the following credentials within three, four or five years of starting Grade 10:

- Alberta High School Diploma
- High School Equivalency Diploma (GED)
- Certificate of Achievement
- Certificate of High School Achievement

### **Non-credentialed Completers**

Students who leave school without one of the above credentials but who have earned credits in high school courses that enable them to continue into post-secondary or apprenticeship programs within three, four or five years of starting Grade 10 are considered non-credentialed high school completers. Non-credentialed high school completion is achieved through one of the following means:

- **Enrollment at a Post-secondary Institution:** Students enrolled in a credit program in an Alberta post-secondary institution, who have not achieved completion status through any of the above means, are considered non-credentialed high school completers.
- **Apprenticeship Program Participation:** Students registered in an apprenticeship program who have not achieved completion status through any of the above means and are no longer registered in school are considered non-credentialed high school completers.

<sup>①</sup> The GED standard has not changed. The reporting of the standard was changed from a 2-digit system to a 3-digit system effective January 2002.