

## **REGULATION #9330.1 ADULT STUDENT ADMISSIONS**

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Principals should review the Ministry of Education Guidelines in order to ensure that procedures for adult student admissions are properly followed.

Because there is a need for consistency in adult student admissions and placements, transfer credits for life experience may be granted only by the principal. Credits should be granted only if the student has reached 19 years of age, has a minimum of three years in the credit field, and has supporting affidavits.

Adult/Continuing Education Administration shall convene an interview utilizing a qualified teacher in the specific discipline. The transfer credit procedure shall also include the administration of a suitable oral and/or written examination. The fee for this evaluation process shall be the same as the course fee for which credit is sought.

**Note:** Guidelines that are particularly relevant are:

3.2 Admission to the Adult Secondary School Program shall be at the discretion of the school principal or continuing education director where approval has been granted to offer the program. The placement of an adult on the program shall be subject to the following condition:

- a) Only a person who at the time of application is nineteen years of age or older shall be eligible for admission. An eighteen year old who has been out of school for at least one year may be admitted with the approval of the school principal or district continuing education director, as appropriate.
- b) While transfer standing may be granted for secondary school or equivalent courses taken by the student, or, as deemed appropriate, life experience, each candidate will be required to complete successfully at least three courses, two of which are numbered 12, in order to graduate in the program.

Refer to Ministry Policy Circular 29, 86-05-23 for additional detail.

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