
Board Governance Policy Cross Reference: [1](#), [12](#), [13](#)

Administrative Procedures Cross Reference:

[Alternative Senior Years Credits](#)

[Graduation Requirements](#)

[Organization for Instruction](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Policy for Substitution of Credits in Exceptional Circumstances \(Manitoba Education\)](#)

The Interlake School Division (ISD) strives to have all of its students complete high school. All students who meet the credit and program requirements set by Manitoba Education will be issued an Interlake School Division High School Diploma and a Manitoba Provincial High School Diploma.

Occasionally, exceptional circumstances may arise in which a high school student requires accommodation to earn compulsory credits required for graduation. As a reasonable measure to accommodate the student, the substitution of up to two optional credits for compulsory credits may be allowed in exceptional circumstances and in discussion with parents/guardians.

Substitution of credits is permitted for any compulsory course. When a credit is substituted for another, the school must report the substitution to Education Administration Services using the [Substitution of Credits](#) form. The reason for the substitution is to be recorded on the form. The substitution of credit(s) must be noted on the student's report card and transcript and indicate the course(s) and grade level(s) involved.

Procedures

The Interlake School Division believes that this option, while available to all students, would be used rarely. When a Principal determines that they wish to substitute a different credit for a compulsory credit for any student, the following process will be followed:

1. The Student Support Team and administration at the participating school will review the student's situation.
2. In cases where circumstances were deemed to be unusual by the school team and they wish to proceed with a substitution of credit, the Principal will bring forward the plan to a meeting of the senior principals and senior administration of the school division.
3. Such a meeting is required before any Principal grants a substitution of credit. The purpose of this meeting is to share with all other administrators the circumstances in which the substitution of credit option is being considered.
4. The final decision to substitute for a compulsory credit rests with the school Principal. Any such decision must be communicated in writing to the student or his/her parents/guardians and this letter will become a part of the student's academic record.
5. In all cases, an effort must be made to protect the integrity of the course for which the substitution is being made. Simply fulfilling a graduation requirement for numbers of credits would not be viewed as exceptional.