

EXTERNAL CREDENTIALS POLICY

Policy Type: Educational
Applies To: Grade 10-12 students, Staff,
Approved By: Lead Principal
Policy Reviewed: every 2 years
Adopted: 2014
Revisions: 2025

PURPOSE

The purpose of this policy is to ensure that Maple Ridge Christian School (MRCS) recognizes and awards credit for approved external credentials in accordance with the **BC Ministry of Education and Child Care**'s guidelines. These credentials recognize learning that occurs outside of the regular school setting and that meets ministry-approved standards of achievement, contributing to students' overall graduation requirements.

DEFINITIONS

External Credential: A credit recognized by the BC Ministry of Education for learning and assessment that takes place outside the BC school system and has been reviewed and approved by the Ministry.

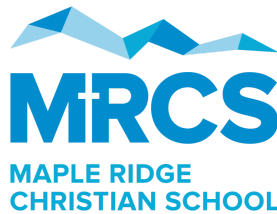
Transfer Standing (TS): A designation used on transcripts when a letter grade and percentage cannot be determined for an external credential.

Online Course Registry: The Ministry's official listing of approved external credentials, accessible through the [BC Ministry website](#).

PROCEDURES

1. Approval and Eligibility

- Only credentials listed in the Ministry's *Online Course Registry* may be recognized for graduation credit.
- Some credentials count as **required courses**, while others count as **electives**.



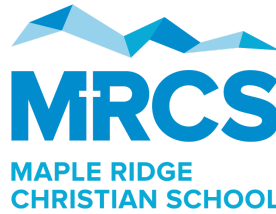
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- Grade 12-level external credentials count toward the **minimum number of Grade 12 credits** required for graduation.
2. **Student Documentation**
- To receive credit, students must submit official documentation verifying successful completion of the external assessment, course, or program.
 - MRCS will award credit following verification of documentation and Ministry requirements.
3. **Timing of Credit Recognition**
- Credits for external credentials earned prior to **Grade 10** may be awarded once the student enters Grade 10, provided documentation is presented.
4. **Credit Limitations and Equivalencies**
- MRCS will not limit the number of credits students may earn through approved external credentials.
 - The school is responsible for ensuring students do **not receive double credit** for equivalent credentials as defined by the Ministry.
5. **Grading and Reporting**
- Where possible, MRCS will assign a **letter grade and percentage** for the external credential.
 - When a grade is not available, the designation **Transfer Standing (TS)** will be used on the student's transcript.
6. **Fees**
- MRCS will **not charge students** for external credential reviews or documentation processing.

RESPONSIBILITIES

- **Lead Principal:** Ensures the policy aligns with Ministry regulations and is communicated to all staff and students.



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- **Academic Advisor/Counsellor:**
 - Verifies documentation for external credentials.
 - Confirms the credential is on the approved Ministry list.
 - Records credit and grade (or TS) in the student information system.
 - **Students:**
 - Submit appropriate documentation of completion.
 - Consult with the Academic Advisor to confirm recognition of the credential.
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REFERENCES

- BC Ministry of Education and Child Care: [External Credentials](#)
- BC Graduation Program Policy Guide
- MRCS Course Challenge and Equivalency Policies