

ADMINISTRATIVE PROCEDURE

Students

Graduation/Commencement Participation Requirements STU #17

Revised: June 2024

Background

The Board's [Graduation Requirements Policy](#) states that that, "...the Superintendent is responsible for developing administrative procedures regarding Christ The Redeemer (CTR) Catholic School Division's students' eligibility for participation in the graduation exercises." Further, this Board Policy states that the administrative procedures shall include at minimum the following:

1. "Students must meet, or be in progress toward meeting, the credit requirements for graduation prescribed by the Minister of Education." We believe that students must meet Alberta Education's graduation requirements, because they must be met to be an official graduate of the province. The exception to this requirement applies to students incapable of meeting the provincial requirements and, as a result, are on a school-approved modified program.
2. "Students must complete the requirements outlined in the Board's [Good Works Policy](#)". Because we are a Catholic school division, we believe that our graduates should engage in good works, so we require students to complete a Good Works Service Project as per CTR Catholic's Board's [Good Works Policy](#).
3. "Students shall meet minimum course load requirements." CTR Catholic believes that students need to engage in a well-rounded education, exploring many courses and options. CTR Catholic also believes that students should take as many courses as possible to expand their knowledge base and make them eligible for diverse post-secondary programs. In addition, CTR Catholic believes students who take full credit loads have a closer connection to the school, better attendance, and enjoy more academic success than those who do not.
4. "Students shall be required to pass one senior high Religious Studies Course for each year attending a CTR high school." CTR Catholic believes that formal instruction in religious education is central to Catholic education.

Students participating in graduation commencement ceremonies and receiving a diploma from CTR Catholic's high schools will have met the expectations of a program characterized by a focus on the following: faith formation, social justice activities, program diversity, and academic rigor.

Recognizing that graduation requirements are necessary to ensure that students are provided with a full and well-rounded education and recognizing that graduation from one of CTR Catholic's schools should represent an accomplishment even more significant than receiving an Alberta High School Diploma, CTR Catholic has developed the following procedures.

Procedures

For the purposes of this procedure, “graduation” applies to both participation in the school’s graduation commencement ceremonies and receiving a school diploma. The administrative team is responsible for making the determination that students have met, or are on-track to meet, the following criteria for graduation.

1. Students shall meet the minimum Alberta Learning Standard for receiving a diploma or certificate.
2. Students shall complete the Good Works Policy.
3. Students shall meet the following credit requirements:
 - 3.1. The administrative team reserves the right to determine the number of study periods a student is allowed to take.
 - 3.2. **Grade 10** students shall take a minimum of 40 credits.
 - 3.3. **Grade 11** students should take a minimum of 40 credits. Principals may grant students a maximum of one study period – for a total of 35 credits - if the following conditions are met:
 - 3.3.1. The student demonstrated academic proficiency in grade 10, giving the administrative team confidence that a study period will not adversely affect their program; and
 - 3.3.2. The parents of the student offer verbal or written consent.
 - 3.4. **Grade 12** students should take a minimum of 30 credits. Students may be granted up to two study periods spare if the following conditions are met:
 - 3.4.1. The student demonstrated academic proficiency in grades 10 and 11, giving the administrative team confidence that a study period will not adversely affect their program;
 - 3.4.2. The parents of the student offer verbal or written consent; and
 - 3.4.3. The administrative team is confident they will meet the graduation requirements.
 - 3.5. Returning grade 12 students in traditional schools should take no more credits than necessary.
 - 3.6. Online high school students will only be fully funded if enrolled for a minimum of 35 credits, and full funding improves program access and quality.
 - 3.7. Credits taken as part of the instructional year (September to June), but outside the schedule of the regular school day, such as Work Experience, Special Projects, or Jazz Band may be included as part of the total credit load.
4. Students shall have completed a Religion course for each year that they have been enrolled in CTR Catholic. It is preferred that Religion classes are taken from the local school under the guidance of a classroom teacher. When this is not possible, the principal may permit a student to take a Religion course via The Centre for Learning@HOME’s summer school, however, this can only be done with the advanced expressed permission of the principal. In addition, Principal’s reserve the right to require students to take Religion from the local school in the traditional classroom environment.