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604.5 High School Course Sequence Transfers

Policy

The high school principal shall make provisions which enable students to change course sequences, when necessary, to more appropriate levels of study.

Regulations

1. Course sequence transfer procedures shall be consistent with the Alberta Education guidelines and fall within the recommended transfer points as described in the Guide to Education.
2. Students who are enrolled in a diploma examination course, and who request a course transfer during the semester, must do so within the specified dates in the Diploma Examination Program General Information Bulletin.
3. Schools shall ensure that students and parents are made aware of:
 - 3.1. procedures by which students may request a course sequence transfer;
 - 3.2. the proper school official to which such a request must be directed;
 - 3.3. the timelines within which course transfers are permitted; and
 - 3.4. the appeal process.

References

Division Policies:

505.9 Appeals

Other:

Alberta Education – Guide to Education

Alberta Education – Diploma Examination Program General Information Bulletin