

Diploma and Certificate Requirements

Introduction

Alberta Education diplomas and certificates certify that the holder has successfully completed a prescribed program of instruction. A student who is awarded a diploma or certificate from the list below is a graduate.

This section outlines the requirements for being awarded the:

- Alberta High School Diploma (English and Francophone)
- Certificate of High School Achievement (English and Francophone)
- Certificate of Achievement
- Certificate of School Completion
- Alberta High School Diploma as a Mature Student
- High School Equivalency Diploma (by two alternatives).

Note: The possession of a diploma or certificate does not necessarily guarantee admission to a post-secondary institution. Students should be advised to check the calendars of post-secondary institutions for admission requirements.

The definitions of high school completers used in calculating the Accountability Pillar High School Completion Rate can be found on the [Accountability Pillar](#) website.

Alberta High School Diploma

Students who meet the requirements as outlined in this section of the *Guide* are awarded an [Alberta High School Diploma](#). Students who satisfy these requirements and study in French and take Français 30-1 or Français 30-2 are awarded an [Alberta High School Diploma \(Francophone\)](#).

Certificate of High School Achievement

Students who are enrolled in Knowledge and Employability courses and who satisfy the requirements are awarded a [Certificate of High School Achievement](#).

Certificate of Achievement

Students who were enrolled in the Integrated Occupational Program before January 2006 and meet the requirements outlined in Appendix 3 are awarded the [Certificate of Achievement](#).

Certificate of School Completion

The Certificate of School Completion in special education can be awarded to students with significant cognitive delays who meet the qualification criteria listed below. To receive the certificate, a student must be nominated by the principal/assistant principal of his or her school.

All nominations must be submitted by the school principal/assistant principal through an [Extranet](#) application called Certificate of School Completion as the student completes his or her last year of schooling. To access this application, contact the [Client Services Help Desk](#).

Qualification Criteria

- The student, due to significant cognitive disabilities, is not able to achieve any of the following certificates or diplomas:
 - Alberta High School Diploma
 - Diplôme d'études secondaires de l'Alberta
 - High School Equivalency Diploma
 - Diplôme d'équivalence d'études secondaires
 - Certificate of Achievement (IOP)
 - Certificat de réussite
 - Certificate of High School Achievement (Knowledge and Employability)
 - Certificat de réussite d'études secondaires (Connaissances et employabilité)
- The student will usually not have achieved credits in any of the four core subject areas: mathematics, science, social studies and English language arts.
- Credits achieved by the student have not been applied to a Diploma or a Certificate of High School Achievement (Knowledge and Employability).
- The student has worked toward goals and objectives in an Individualized Program Plan that is consistent with Alberta Education requirements.
- By the end of the current school year, the nominee has been a student for at least 12 years (and is 17 years of age by March 1 of the current year).
- The school year in which the nomination is being submitted is the student's last year of school programming.

- The student has participated in special education programming (has been identified with one of the following special education codes at the time of school completion: 41, 42, 43, 44, 45, 46, 51, 52, 53, 55, 56, 58, 59). If coded 42, 44, 45, 46, 53, 55, 56, 58 or 59, the student must also have a significant cognitive delay.

Mature Students

Mature student status is granted effective September 1 for the subsequent school year. All the necessary criteria are to be satisfied prior to September 1.

- A mature student, for Alberta High School Diploma purposes, is one who, as of September 1 of the current school year, is:
 - 19 years of age or older; or
 - the holder of a previously awarded high school diploma from the province of Alberta, or an equivalent high school diploma from a jurisdiction acceptable to the Minister.
- The privileges afforded by the granting of mature student status are not applied retroactively to a student's completed course work on file with Alberta Education. The application of mature student status is conditional upon the completion of new course work subsequent to September 1 of the school year in which the status becomes effective.
- If a dispute or uncertainty as to whether or not a person qualifies for mature student status still exists after all avenues of appeal have been explored at the jurisdictional or school authority level, cases may be submitted, in writing, to the Special Cases and Accommodations Team. If the matter cannot be resolved by the Special Cases and Accommodations Team, the student may appeal to the Special Cases Committee by writing to the Executive Secretary, Special Cases Committee, [Assessment Sector](#), Alberta Education.

- Mature students enrolled in credit courses must be registered with [Student Records](#). A mature student is eligible to enroll in any course at the senior high school level or to write a diploma examination without holding the required prerequisite courses.
- A mature student may earn senior high school credits in non-diploma examination courses after successfully completing:
 - courses offered in a regular accredited school
 - courses offered under extension programs
 - courses offered by distance education providers.
- A mature student may earn senior high school credits in diploma examination courses by successfully completing course instruction and the diploma examination, or by successfully challenging the diploma examination.
- A mature student who has achieved a standing of 50% or higher in a senior high school course, by any of the alternatives noted above, will automatically be awarded credits by Alberta Education for the prerequisites in that course sequence. The credits awarded for each prerequisite course will be the same as the number of credits achieved for the course completed, unless otherwise specified by the principal. However, a mature student who completes a lower-level sequence and transfers to the highest course in a higher-level sequence will receive credits only for the courses completed. For example, a mature student completing Social Studies 10-2, 20-2, 30-2 and Social Studies 30-1 will receive 20 credits. See [Waiver of Prerequisites and Credits for Waived Prerequisite Courses](#), second example, in the Awarding Course Credits section.
- The provision to automatically award credits to mature students does not apply to prerequisite courses in:
 - locally developed/acquired and authorized courses, with the exception of locally developed language courses
 - Registered Apprenticeship Program 15–25–35
 - Special Projects 10, 20 and 30
 - Work Experience 15, 25 and 35
 - Career and Technology Studies (CTS) courses.

- Mature students are eligible to receive the Alberta High School Diploma, the Certificate of Achievement or the Certificate of High School Achievement upon completing the specified requirements. They are not, however, required to complete Physical Education 10 or Career and Life Management (CALM).

Many school authorities offer comprehensive programs for mature students in both credit and noncredit areas. Interested mature students should consult their school authority for details about such programs.

Mature students who enroll in senior high school courses may earn the Alberta High School Diploma under the current diploma requirements. See [Alberta High School Diploma Requirements](#) in this section.

Mature students who have not previously attended senior high school are expected to meet the current requirements, except for Physical Education 10 and CALM, to earn an Alberta High School Diploma.

Mature students who entered senior high school prior to 1994–1995 may meet the current requirements or the requirements that were in effect the year they entered high school. [Appendix 2](#) contains a chart that outlines the requirements for years prior to 1994–1995.

Principals will contact Student Records when a student requests programming to meet requirements for years prior to 1994–1995.

For more information, also see [Grade 10 Students](#) in the Student Placement and Promotion section.

High School Equivalency Diploma

There are two alternatives for achieving a [High School Equivalency Diploma](#).

Alternative 1

A person 18 years or older as of September 1 of the current school year who is deficient in the credits needed for an Alberta High School Diploma and who has been out of school for at least 10 consecutive

months and who wishes to obtain a High School Equivalency Diploma should apply to the principal of a senior high school in the community. The principal will forward the High School Equivalency Form, available under Forms, Tools and Software on the [Extranet](#), to Alberta Education (Student Records), indicating that the following requirements have been met. Copies of all necessary documents should be retained by the principal in accordance with school authority requirements.

The candidate shall obtain 100 school credits as described below:

- A minimum of 60 credits must be gained through classroom instruction in a school or other institution accredited by or acceptable to Alberta Education. For out-of-province students, please refer to the [Evaluation of Out-of-province/Out-of-country Educational Documents](#) section.
 - a high school course in mathematics (5 credits)
 - a high school course in science (3 credits)
 - English Language Arts 30-1 or 30-2 (5 credits)
 - one other 30-level course, other than English language arts (5 credits)
 - additional high school courses (42 credits).
- Additional credits which, when added to those gained according to the above, total at least 100, as follows:
 - additional high school courses
 - additional approved adult education courses under recognized agencies (e.g., public colleges, institutes of technology, extension divisions of universities, adult evening classes)
AND/OR
 - a maximum of 15 credits for maturity, according to the following scale:
 - age 21–24 (inclusive) 5 credits
 - age 25–29 (inclusive) 10 credits
 - age 30 and over 15 credits
 - a maximum of 5 credits for extensive travel

- a maximum of 5 credits for extensive reading or private study.

For more information about Alternative 1, contact [Student Records](#) or the [Special Cases and Accommodations Team](#).

Alternative 2

A person 18 years or older who has been out of school for at least 10 consecutive months, who passes all five tests in the General Educational Development (GED) test battery with a minimum standard score of 450¹ or better in each test and who meets the eligibility requirements will be granted a High School Equivalency Diploma.

For more information about Alternative 2 and the GED program, contact the Provincial GED Administrator, [Assessment Sector](#).

¹ The GED standard has not changed. The reporting of the standard was changed from a 2-digit system to a 3-digit system effective January 2002.

Alberta High School Diploma Requirements (English)

| ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH) |
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| The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses. |
| 100 CREDITS including the following: |
| ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2) |
| SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2) |
| MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3) |
| SCIENCE – 20 LEVEL ¹ (Science 20, ² Science 24, Biology 20, Chemistry 20 or Physics 20) |
| PHYSICAL EDUCATION 10 (3 CREDITS) ³ |
| CAREER AND LIFE MANAGEMENT (3 CREDITS) ⁴ |
| 10 CREDITS IN ANY COMBINATION FROM: |
| <ul style="list-style-type: none"> • Career and Technology Studies (CTS) courses • Fine Arts courses • Second Languages ⁵ courses • Physical Education 20 and/or 30 • Knowledge and Employability courses • Registered Apprenticeship Program courses • Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses ⁶ |
| 10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ⁷ |
| <p>These courses may include:</p> <ul style="list-style-type: none"> • 30-level locally developed/acquired and authorized courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses ⁸ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30 |

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- ❶ The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.
- ❷ Science 20 is available in English only.
- ❸ See information on exemption from the physical education requirement.
- ❹ See information on exemption from the CALM requirement.
- ❺ Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ❻ Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.
- ❼ 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.
- ❽ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

FURTHER NOTES:

- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark and the diploma examination mark.
- For more information, students in Francophone programs should consult the Alberta High School Diploma Requirements (Francophone).
- Mature students should consult the Mature Students section for applicable requirements.

Alberta High School Diploma Requirements (Francophone)

| ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (FRANCOPHONE) |
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| The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses. |
| 100 CREDITS including the following: |
| FRANÇAIS – 30 LEVEL (Français 30-1 or 30-2) |
| ENGLISH LANGUAGE ARTS – 30 LEVEL ¹ (English Language Arts 30-1 or 30-2) |
| SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2) |
| MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3) |
| SCIENCE – 20 LEVEL ² (Science 20, ³ Science 24, Biology 20, Chemistry 20 or Physics 20) |
| PHYSICAL EDUCATION 10 (3 CREDITS) ⁴ |
| CAREER AND LIFE MANAGEMENT (3 CREDITS) ⁵ |
| <p style="text-align: center;">10 CREDITS IN ANY COMBINATION FROM:</p> <ul style="list-style-type: none"> • Career and Technology Studies (CTS) courses • Fine Arts courses • Second Languages ⁶ courses • Physical Education 20 and/or 30 • Knowledge and Employability courses • Registered Apprenticeship Program courses • Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses ⁷ |
| <p style="text-align: center;">5 CREDITS IN ANY 30-LEVEL COURSE (<u>IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS, A 30-LEVEL FRANÇAIS</u> AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ⁸</p> <p>These courses may include:</p> <ul style="list-style-type: none"> • 30-level locally developed/acquired and authorized courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses ⁹ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30 |

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- ❶ There is an exception for Canadian and immigrant unilingual Francophone students who enter the Alberta school system within five years of their graduating year. For more information, see [Alberta High School Diploma Requirements for Francophone Students – English Language Arts](#) below.
- ❷ The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.
- ❸ Science 20 is available in English only.
- ❹ See information on [exemption from the physical education requirement](#).
- ❺ See information on [exemption from the CALM requirement](#).
- ❻ Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.
- ❼ Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.
- ❽ 30-level English language arts, 30-level Français or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.
- ❾ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

FURTHER NOTES:

- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark and the diploma examination mark.
- Mature students should consult the [Mature Students](#) section for applicable requirements.

Alberta High School Diploma Requirements for Francophone Students – English Language Arts

Students who use Français 30-1 or Français 30-2 to meet the language arts requirements for an Alberta High School Diploma must also complete English Language Arts 30-1 or 30-2. The principal of a Francophone school may exempt Canadian and immigrant unilingual Francophone students enrolled in a Francophone school from meeting the English Language Arts 30-1 or 30-2 Alberta High School Diploma requirement provided that the student entered the Alberta school system within five years of the anticipated completion year and does not demonstrate sufficient English language proficiency to successfully complete English Language Arts 30-1 or 30-2. In order for the student to be exempted from the English language arts diploma requirement, the principal must also exempt the student from English Language Arts 10-1 or 10-2 and 20-1 or 20-2 and report the exemptions at the time they are granted using PASI. Note that the exempted student must still be enrolled in English as a second language or English language arts courses. The student is still required to achieve the necessary minimum requirement of 100 credits to earn an Alberta High School Diploma.

For more information, contact [French Language Education Services](#).

Certificate of High School Achievement Requirements (English)

| CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (ENGLISH) |
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| The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses. |
| 80 CREDITS ^① including the following: |
| ENGLISH LANGUAGE ARTS 20-2 OR 30-4 |
| MATHEMATICS 10-3 OR 20-4 |
| SCIENCE 14 OR 20-4 |
| SOCIAL STUDIES 10-2 OR 20-4 |
| PHYSICAL EDUCATION 10 (3 CREDITS) ^② |
| CAREER AND LIFE MANAGEMENT (3 CREDITS) ^③ |
| <p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> • 30-level Knowledge and Employability occupational course, or • 30-level Career and Technology Studies (CTS) course, or • 30-level locally developed/acquired and authorized course with an occupational focus <p style="text-align: center;">AND</p> <p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> • 30-level Knowledge and Employability Workplace Practicum course, or • 30-level Work Experience course, ^④ or • 30-level Green Certificate course, ^⑤ or • Special Projects 30 |
| OR |
| <p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> • 30-level Registered Apprenticeship Program (RAP) course ^⑥ |

- ① To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course.
- ② See information on [exemption from the physical education requirement](#).
- ③ See information on [exemption from the CALM requirement](#).
- ④ Refer to the [Off-campus Education Handbook](#) for additional information.
- ⑤ Refer to the Alberta Education website for additional [Green Certificate](#) information.
- ⑥ Refer to the [Off-campus Education Handbook](#) for additional information.

Certificate of High School Achievement Requirements (Francophone)

| CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (FRANCOPHONE) |
|---|
| The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses. |
| 80 CREDITS ¹ including the following: |
| FRANÇAIS 20-2 OR 30-4 |
| ENGLISH LANGUAGE ARTS 20-2 OR 30-4 ² |
| MATHEMATICS 10-3 OR 20-4 |
| SCIENCE 14 OR 20-4 |
| SOCIAL STUDIES 10-2 OR 20-4 |
| PHYSICAL EDUCATION 10 (3 CREDITS) ³ |
| CAREER AND LIFE MANAGEMENT (3 CREDITS) ⁴ |
| <p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> • 30-level Knowledge and Employability occupational course, or • 30-level Career and Technology Studies (CTS) course, or • 30-level locally developed/acquired and authorized course with an occupational focus <p>AND</p> <p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> • 30-level Knowledge and Employability Workplace Practicum course, or • 30-level Work Experience course,⁵ or • 30-level Green Certificate course,⁶ or • Special Projects 30 |
| OR |
| <p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> • 30-level Registered Apprenticeship Program (RAP) course⁷ |

- ¹ To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course.
- ² There is an exception for Canadian and immigrant unilingual Francophone students who enter the Alberta school system within five years of their graduating year. For more information, see [Certificate of High School Achievement Requirements for Francophone Students – English Language Arts](#) below.
- ³ See information on [exemption from the physical education requirement](#).
- ⁴ See information on [exemption from the CALM requirement](#).
- ⁵ Refer to the [Off-campus Education Handbook](#) for additional information.
- ⁶ Refer to the Alberta Education website for additional [Green Certificate](#) information.
- ⁷ Refer to the [Off-campus Education Handbook](#) for additional information.

Certificate of High School Achievement Requirements for Francophone Students – English Language Arts

Students who use Français 20-2 or Français 30-4 to meet the language arts requirements for a Certificate of High School Achievement must also complete English Language Arts 20-2 or 30-4. The principal of a Francophone school may exempt Canadian and immigrant unilingual Francophone students enrolled in a Francophone school from meeting the English Language Arts 20-2 or 30-4 Certificate of High School Achievement requirement provided that the student entered the Alberta school system within five years of the anticipated completion year and does not demonstrate sufficient English language proficiency to successfully complete English Language Arts 20-2 or 30-4. The principal must report the exemption at the time it is granted using PASI. Note that the exempted student must still be enrolled in English as a second language or English language arts courses. The student is still required to achieve the necessary minimum requirement of 80 credits to earn a Certificate of High School Achievement.

For more information, contact [French Language Education Services](#).

