

Inclusive Education Procedure 7.8

Determining Eligibility for the BC Adult Graduation Diploma (Adult Dogwood)

Reference document: [Ministry of Education and Child Care Adult Graduation Program Policy and Student Credentials Policy](#).

Definitions

- **Dogwood Diploma** - BC Certificate of Graduation issued upon meeting school-aged graduation requirements.
- **Adult Dogwood** - BC Adult Graduation Diploma issued upon meeting Adult Graduation Program requirements.
- **Adult student** - a learner 18 years of age or older enrolled in the Adult Graduation Program.

Background & Key Facts (Adult Graduation Program)

1. Age and program entry

- Students are eligible to enter the Adult Graduation Program at 18 years of age.

2. Adult Dogwood requirements (in secondary schools)

To receive the BC Adult Graduation Diploma (Adult Dogwood), a student must complete at least 20 credits (5 courses) that meet these conditions:

- Language Arts 12 (4 credits)
- Mathematics 11 or 12 (4 credits)
- Three additional Grade 12 Ministry-authorized courses, *OR*
 - one Grade 11 Social Studies course and two additional Grade 12 Ministry-authorized courses

3. Credits as an adult

- Of the five required Adult Grad courses, at least three must be completed after the student has become an adult student (18+) and entered the Adult Graduation Program.
- A maximum of two qualifying courses taken while school-aged can be applied to the Adult Dogwood.

4. Assessments

- Adult Grad students are not required to complete the provincial Graduation Literacy and Numeracy Assessments to earn an Adult Dogwood.

Dogwood vs. Adult Dogwood - key difference

- The school-aged Dogwood Diploma requires 80 credits across Grades 10-12 and the three provincial graduation assessments.
- The **Adult Dogwood** requires 20 credits (5 courses) as outlined above and is designed for adult learners (18+).

Roles & Responsibilities

School Based Team

- Identifies students who may be better served by the Adult Grad pathway.
- Reviews credits and program options with the student and, where appropriate, the parent/guardian.
- Completes the SD8 Adult Grad Application Form with the student and submits it to the District Based Team for review.

School Principal

- Ensures adherence to Ministry requirements and SD8 procedures.
- Reviews and signs the Adult Grad Application Form for accuracy and appropriateness.
- Ensures the student and family understand the implications of Adult Grad (post-secondary, scholarships, etc.).

Director of Indigenous Education and Learning (where applicable)

- For Indigenous students, supports a free, prior, and informed consent process regarding any change from Dogwood to Adult Grad.
- Helps ensure that the decision honours the student's and family's goals and the Indigenous Education Council's expectations.

District Principal Student Data

- Confirms that the student meets Adult Grad requirements.
- Ensures the student is coded correctly in MyEducation BC and that the Adult Dogwood is requested from the Ministry when requirements are complete.

Procedure for School Based Team - Determining Whether a Student Qualifies for Adult Grad Pathway and Next Steps

Step 1 - Identify whether student meets age criteria

- Students are 18 or older (or will turn 18 during the school year).

- Student has not completed the regular Dogwood and may find the Adult Grad pathway more flexible (e.g., returning adult, early school leaver, newcomer).

Step 2 - Review credit history

- Pull the Transcript Verification Report (TVR) and school transcript.
- List all previously completed Grade 11 and 12 courses that may count toward Adult Grad.

Step 3 - Map courses to Adult Grad requirements

Confirm whether the student either:

- already meets the Adult Grad requirements, or
- can reasonably complete the remaining required courses as an adult student.

Step 4 - Apply “adult” rules

- Verify that no more than two qualifying courses were taken before the student entered the Adult Graduation Program.
- Ensure that the student can complete at least three qualifying courses after turning 18.

Step 5 - Explain implications to the student and family

Principal reviews with the student:

- difference between Dogwood and Adult Dogwood
- that Adult Grad does not require the provincial assessments
- possible post-secondary entrance or scholarship implications
- that once the Adult Dogwood is granted, this will be the student’s graduation credential (they typically will not later be issued a school-aged Dogwood for the same set of studies).

Step 6 - Obtain consent

- For all students:
 - Obtain written informed consent from the student (Adult Grad Application Form).
- For students under 19 who are still closely supported by family and/or in K-12 schools:
 - Obtain parent/guardian acknowledgement/consent, as per SD8 expectations.
- For Indigenous students:
 - Ensure free, prior, and informed consent from the student and family;

- Offer and document opportunities for family and Nation involvement in decision making and planning for graduation.

Step 7 - Submit application

- School completes and signs the Adult Grad Application Form and submits it to the District Based Team and to the Assistant Superintendent (or designate).
- District reviews application, confirms eligibility, determines if Adult Grad is appropriate pathway, and notifies school principal of result.
- District notifies school principal of result.
- Principal notifies students and parent/guardian of result.

Step 8 - Final verification and credential request

- When TVR shows all Adult Grad requirements complete, the district requests issuance of the Adult Dogwood according to the Handbook of Procedures and updates MyEdBC.
- District Principal Student Data notifies school principal when Adult Dogwood has been requested and changes made to MyEdBC.

**Inclusive Education Procedure 7.8 Appendix A - SD8 Adult Graduation Program -
Application Form**

*(For use by schools when requesting that a student be placed on the Adult Graduation
Program and issued an Adult Dogwood)*

**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)
Application for BC Adult Graduation Diploma (Adult Dogwood)**

Section 1 - Student Information

- Student Legal Surname: _____
- Student Legal Given Name(s): _____
- Preferred Name (if different): _____
- PEN: _____
- Date of Birth (YYYY/MM/DD): _____ / _____ / _____
- School: _____
- Current Grade: _____
- Mailing Address: _____
- Phone / Email (student and legal guardian):

- Is the student Indigenous (First Nations, Inuit, or Métis)?
☐ No ☐ Yes

Section 2 - Current Graduation Pathway

- Current credential pathway:
 - ☐ BC Certificate of Graduation (Dogwood)
 - ☐ BC Completion Certificate (Evergreen)
- Has the student previously received a Dogwood or Adult Dogwood?
☐ No ☐ Yes (specify type and year): _____

Section 3 - Summary of Credits toward Adult Graduation

A. Courses completed that may be used for Adult Grad

Attach TVR and transcript.

Course Code & Title	Grade Level	Credits	Completed as: (School-aged or Adult)	Meets which requirement? (LA 12 / Math 11/12 / Gr 11 SS / Gr 12 elective)
			<input type="checkbox"/> School-aged <input type="checkbox"/> Adult	
			<input type="checkbox"/> School-aged <input type="checkbox"/> Adult	
			<input type="checkbox"/> School-aged <input type="checkbox"/> Adult	
			<input type="checkbox"/> School-aged <input type="checkbox"/> Adult	
			<input type="checkbox"/> School-aged <input type="checkbox"/> Adult	

B. Summary

- Language Arts 12 course completed: ☐ Yes ☐ No - Course: _____
- Math 11 or 12 course completed: ☐ Yes ☐ No - Course: _____
- Additional qualifying Grade 11/12 courses completed: _____ of 3 required
- Number of qualifying courses completed **after turning 18**: _____ of minimum 3 required
- Number of qualifying courses completed **while school-aged** (max 2): _____

Section 4 - Rationale for Adult Graduation Pathway

1. **Reasons for requesting change to the Adult Graduation Program**
(e.g., age, life circumstances, returning adult, credit profile, need for flexible pathway)

2. How does this pathway support the student's goals (employment, post-secondary, training, personal)?

Section 5 - Information Shared with Student (and Parent/Guardian)

The principal confirms that the following have been explained:

- ☐ Requirements for the Adult Dogwood and how the student will complete them
- ☐ Differences between the Dogwood Diploma and Adult Dogwood (credits, assessments)
- ☐ That Adult Grad does not require graduation Literacy/Numeracy assessments
- ☐ Possible implications for post-secondary entry and scholarships (varies by institution)
- ☐ That the Adult Dogwood will be the student's graduation credential once issued and they normally would not also earn a school-aged Dogwood for the same program of studies

Principal Name and dates of discussions:

Name: _____

Date(s) conversation(s) held: _____

Section 6 - Consent and Acknowledgement

6A. Student Consent (required)

I have discussed my graduation options with school staff and understand the difference between the regular Dogwood Diploma and the Adult Graduation Diploma. I understand the requirements and implications of moving to the Adult Graduation Program and I **choose to pursue the Adult Dogwood.**

- Student Name (print): _____
- Student Signature: _____
- Date: _____

6B. Parent/Guardian Consent (required for students still in K-12 schools)

I have been informed of my student's graduation options, including the difference between the regular Dogwood Diploma and the Adult Graduation Diploma, and I understand the reasons for recommending the Adult Graduation Program.

- ☐ I **support** my student moving to the Adult Graduation Program.
- ☐ I **do not support** this change at this time (school to follow up).

- **Parent/Guardian Name (print):** _____
- **Relationship to student:** _____
- **Signature:** _____ **Date:** _____
- **Preferred contact (phone/email):** _____

6C. Indigenous Student - Free, Prior and Informed Consent *(Complete if the student self-identifies as Indigenous)*

The school confirms the following opportunities have been provided:

- ☐ The student had the opportunity to meet with Indigenous Education staff.
- ☐ Information about the Adult Grad option was shared in a way that is culturally safe and easy to understand.
- ☐ The student had the opportunity to involve family and Indigenous representatives in the decision.

Student confirmation (Indigenous students):

I confirm that my decision to move (or not move) to the Adult Graduation Program is **free, prior, and informed**, and that I had the opportunity to ask questions, involve my family, and seek Indigenous support if I chose.

- **Student Signature:** _____ **Date:** _____

Parent/guardian confirmation (Indigenous students):

I confirm that my student's decision to move (or not move) to the Adult Graduation Program is **free, prior, and informed**, and that I had the opportunity to ask questions, involve others in the decision-making process, and seek Indigenous support if I chose.

- **Parent/Guardian Signature:** _____ **Date:** _____

Indigenous Education Council / Nation Support (if involved):

- **Name / Nation:** _____
- **Signature:** _____ **Date:** _____

Section 7 - School & District Approval

School Principal

- I confirm that the information in this application is accurate and that Adult Grad has been explained as outlined above.

Name: _____ Signature: _____

Date: _____

School Principal

- I support this application for the student to be coded on the **Adult Graduation Program** and to be issued an **Adult Dogwood** upon completion of all requirements.

Name: _____ Signature: _____

Date: _____

District Based Team or Assistant Superintendent or designate

- ☐ Application reviewed
- ☐ Student meets eligibility to enter Adult Graduation Program (18+, credit profile reviewed)
- ☐ Application is approved ☐ Application is not approved

If not approved, rationale:

- ☐ School Principal notified Date of notification: _____

Name: _____ Signature: _____

Date: _____

District Principal Student Data or designate

- If approved, action taken in MyEdBC:

- ☐ School principal notified Date of notification: _____

Name: _____ Signature: _____

Date: _____