

Policy for Waiving Prerequisites

Purpose

This policy outlines the circumstances and procedures under which prerequisites for courses at Royal Ontario Academy may be waived for students. It ensures that students with the necessary skills and knowledge to succeed in a course, despite not having completed the standard prerequisites, have the opportunity to enroll.

Policy Statement

Royal Ontario Academy recognizes that students may acquire equivalent knowledge and skills through various means, including prior coursework, independent study, or work experience. In such cases, prerequisites for specific courses may be waived to facilitate the student's academic progression.

Eligibility Criteria for Prerequisite Waiver

A student may qualify for a prerequisite waiver if they meet one or more of the following conditions:

1. **Equivalent Prior Coursework:** The student has successfully completed coursework at a recognized institution that covers the same or similar content as the required prerequisite.
2. **Demonstrated Competency:** The student demonstrates, through testing or a portfolio review, that they possess the knowledge and skills intended to be provided by the prerequisite course.
3. **Relevant Professional or Life Experience:** The student possesses work experience, volunteer activities, or other life experiences directly related to the course content, demonstrating they have already acquired the necessary competencies.
4. **Exceptional Academic Performance:** The student has a strong academic history, coupled with endorsements from academic advisors or instructors, showcasing their ability to succeed without the prerequisite.

5. **Ontario High School Attendance Prior to September 2000:** The student attended an Ontario high school before September 2000 and may have covered equivalent material through the curriculum offered at that time.
6. **Non-Ontario High School Background:** The student has never attended an Ontario high school, and their academic record from another region or country demonstrates the equivalent prerequisite knowledge.
7. **Completion of Post-Secondary Courses:** The student has completed relevant courses at the college or university level, which satisfy the content covered by the prerequisite course.
8. **Work-Related Expertise:** The student has substantial work-related experience in a field directly connected to the prerequisite material, indicating they have already acquired the necessary understanding.

Application Process

1. Submission of Request:

The student must submit a formal request for a prerequisite waiver to the school administration, including:

- A completed prerequisite waiver form.
- Supporting documentation, such as transcripts, test scores, portfolios, or letters of recommendation.

2. Review Process:

- The request will be reviewed by Royal Ontario Academy Staff.
- Additional information or evidence from the student may be requested if needed.
- Royal Ontario Academy Staff will evaluate the student's application based on the eligibility criteria and supporting documentation.

3. Decision:

- Royal Ontario Academy Staff will make a decision within two weeks of receiving the complete application.

- If the waiver is granted, the student will be allowed to enroll in the desired course. If the waiver is denied, the student will receive an explanation and advice on alternative ways to meet the prerequisite requirements.

Conditions and Limitations

1. Conditional Enrollment:

In some cases, a student may be granted conditional enrollment in the course, pending satisfactory performance on an initial assessment or during the first few weeks of the course.

2. No Retroactive Waivers:

Prerequisite waivers cannot be granted retroactively for courses already completed or in progress.

3. One-Time Waiver:

Each prerequisite waiver is granted on a case-by-case basis and does not set a precedent for future waiver requests.

Appeals

If a student's request for a prerequisite waiver is denied, they may appeal the decision by submitting a written appeal to the school principal within ten days of receiving the decision. The appeal will be reviewed by an independent committee, and a final decision will be made within two weeks.

Record Keeping

All documents related to the prerequisite waiver request, including the application, supporting documentation, and the decision, will be kept in the student's academic record.