

Royal Ontario Academy (ROA) delivers all of its courses through online learning, and credits earned at ROA count toward the Ontario Secondary School Diploma (OSSD). Students may also earn OSSD credits in other ways. This policy sets out the ways credits earned outside of ROA course delivery may be recognized toward the OSSD and the procedures that apply to each. This policy replaces the Earning Credits through Alternative Methods Policy that was effective in 2025-2026.

Speak with the School First

Students who plan to earn credits outside ROA must speak with the school first to confirm the credits will be recognized and will fit their graduation plan. The Principal reviews each request, confirms alignment with Ministry requirements and the student's postsecondary goals, and documents the decision.

Credits Earned at Other Ontario Schools

- ROA recognizes credits earned at other Ontario Ministry-inspected or publicly funded schools.
- Students must provide official documentation, such as an Ontario Student Transcript or final report card, before credits are recorded.
- Recognized credits are recorded on the student's Ontario Student Transcript (OST) where ROA holds the student's Ontario Student Record (OSR).
- Where a student combines credits earned at another school with an ROA PLAR assessment toward an ROA-granted OSSD, a one-time \$250 credit recognition fee applies, as set out in the School Course Calendar.

Prior Learning Assessment and Recognition (PLAR)

Students may earn credits through PLAR, by equivalency (credit review) or by challenge (test for credit), in accordance with Ministry policy. The eligibility rules, credit limits, procedures, and documentation requirements are set out in the Prior Learning Assessment and Recognition (PLAR) section of the School Course Calendar and in ROA's PLAR procedures. The PLAR equivalency assessment is provided free of charge at the time of admission.

Reach Ahead Program

Eligible Grade 8 students, or students entering the summer before Grade 9, may earn up to three Grade 9 credits through ROA's Reach Ahead program with the approval of the ROA Principal. The application steps and required documentation are set out in the Reach Ahead Program section of the School Course Calendar.

Courses Offered by the TVO Independent Learning Centre (ILC) and Other Ministry-Approved Providers

Students may earn credits through other Ministry-approved learning opportunities, such as continuing education and e-learning courses or the TVO Independent Learning Centre, and apply them toward the diploma. The following procedure applies:

- The student consults with the Principal to determine whether the course is suitable for their academic plan and submits a request form for review.
- The Principal must approve the enrolment before the student registers.
- Upon approval, the student registers with the provider and informs ROA of their registration.
- Upon completion, the student provides the official transcript or documentation of achievement to ROA.
- Where ROA holds the student's OSR, the credit is recorded on the student's OST.

Independent Study

- Independent study is available for students with a strong academic record who wish to pursue a subject not offered in the regular curriculum.
- The student submits a detailed study proposal to ROA, including learning objectives, materials, and assessment methods aligned with the Ontario curriculum expectations for the course.
- A supervising ROA teacher is identified to oversee the study, and the Principal must approve the proposal.
- The student completes the study according to the approved plan, with regular check-ins with the supervising teacher.
- Student work is assessed and evaluated against the overall curriculum expectations, and the scheduled instructional time corresponds to the Outline of the Course of Study, based on 110 hours for a full credit.
- Upon completion, the supervising teacher evaluates the student's work and the credit is recorded on the OST.

Private Study

- Private study is available for students who cannot attend regular courses due to exceptional circumstances.
- The student submits a request to ROA that includes the study plan, subject, learning materials, and proposed assessment methods.
- The Principal must approve the request.
- The student follows the approved study plan under the guidance of an assigned ROA teacher, who monitors progress and provides support.
- Student work is assessed and evaluated against the overall curriculum expectations, and the scheduled instructional time corresponds to the Outline of the Course of Study, based on 110 hours for a full credit.
- Upon completion, the teacher evaluates the student's performance and the earned credit is documented on the OST.

Royal Ontario Academy as Home School and the Six-Credit Minimum

Credits earned through the routes in this policy count toward the 30 credits required for the OSSD. However, they do not count toward ROA's six-credit minimum for granting the diploma. Two separate thresholds apply:

- To begin the process of becoming a student's home school, ROA requires the student to register for at least three (3) credits. Once a student is enrolled in three or more credits, the Principal will request the student's records and begin transferring the Ontario Student Record (OSR) from the previous school. ROA does not begin this transfer process for students registered in only one or two credits.

- To act as a student's home school and grant the OSSD, ROA requires that a student earn a minimum of six (6) credits by successfully completing courses delivered and taught by ROA, of which at least four (4) must be Grade 11 or Grade 12 credits.
- Credits granted through PLAR, equivalency for prior schooling, or courses completed at other schools or providers do not count toward this minimum, although they continue to count toward the 30 credits required for the OSSD.
- This is an ROA enrolment condition set by the school. It is not a Ministry graduation requirement, it does not limit a student's right to earn an OSSD, and it does not affect a student's right to their own records.
- Students who do not meet this minimum, or who prefer that another school grant their diploma, are welcome to enrol in ROA courses part-time. In that case the student's day school maintains the OSR and grants the diploma, and ROA reports final grades and credits earned to that school.

Monitoring, Records, and Reporting

- ROA monitors the progress of students earning credits through the routes in this policy, with regular updates required from the student and, where applicable, the supervising teacher.
- Records for independent study and private study demonstrate that student work is assessed and evaluated according to the overall curriculum expectations and that instructional time corresponds to the Outline of the Course of Study.
- Upon completion, the student's achievement is reviewed and recorded by school administration, and the Principal ensures all credits are appropriately documented on the student's OST and, where applicable, in the OSR.

This policy is reviewed periodically to ensure clarity, fairness, and alignment with Ontario Ministry of Education requirements and ROA operational needs, and is updated as needed. Final decisions on interpretation and application rest with the Principal. Questions may be directed to Royal Ontario Academy at info@royalontarioacademy.com. Last updated July 2026.