

This policy outlines the conditions and procedures under which compulsory courses may be substituted for students at Royal Ontario Academy, to accommodate individual learning needs while ensuring students meet Ontario Secondary School Diploma (OSSD) requirements.

ROA allows the substitution of up to three compulsory courses with other courses that meet the student's educational goals and needs. A student may be eligible for a substitution where it promotes and enhances the student's learning or responds to their educational needs, goals, and interests, including where:

- **Special Education Needs:** the student has an Individual Education Plan (IEP) that specifies the need for a course substitution.
- **Advanced Standing:** the student has demonstrated advanced knowledge or skills in a subject area and would benefit from a more challenging or specialized course.
- **Scheduling Conflicts:** the student has unavoidable scheduling conflicts that prevent them from taking a required course.
- **Personal Circumstances:** the student has personal circumstances, such as health issues or relocation, that necessitate a course substitution.

Application Process

1. **Submission of Request:** the student or parent/guardian submits a formal request to the school administration, including a completed course substitution request form, supporting documentation (such as an IEP, transcripts, letters from teachers or counsellors, or medical certificates), and a personal statement explaining the need for the substitution.
2. **Review Process:** the request is reviewed by a committee consisting of a relevant subject teacher and the Principal, who may request additional information or evidence.
3. **Decision:** the committee makes a decision within two weeks of receiving the complete application. The student is notified in writing; if approved, the student may enrol in the substitute course, and if denied, the student receives an explanation and guidance on alternative ways to meet the requirement.

Conditions and Limitations

- The substitute course must be of equivalent educational value and rigor to the compulsory course it replaces.
- All substitutions must be approved by the school administration and align with Ministry of Education guidelines.
- All decisions and supporting documentation are recorded in the student's academic record.
- Substitutions cannot be applied retroactively to courses already completed or in progress.

Appeals

If a substitution request is denied, the student may appeal in writing to the Principal within ten days of receiving the decision. The appeal is reviewed by an independent committee, with a final decision made within two weeks.

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.