

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

A prerequisite is a course that must be completed before a student can proceed to the next level in a subject area. When students enrol in a course at ROA, they will be asked to demonstrate that they have met the prerequisite standards established by the Ontario Ministry of Education by submitting an Ontario Student Transcript or final report card.

ROA 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

- **Equivalent Prior Coursework:** the student has successfully completed coursework at a recognized institution covering the same or similar content as the required prerequisite.
- **Demonstrated Competency:** the student demonstrates, through testing or a portfolio review, that they possess the knowledge and skills the prerequisite course would provide.
- **Relevant Professional or Life Experience:** the student possesses work experience, volunteer activities, or other life experiences directly related to the course content.
- **Exceptional Academic Performance:** the student has a strong academic history, with endorsements from academic advisors or instructors.
- **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.
- **Non-Ontario High School Background:** the student has never attended an Ontario high school, and their academic record from another region or country demonstrates equivalent prerequisite knowledge.
- **Completion of Post-Secondary Courses:** the student has completed relevant college or university-level courses satisfying the content covered by the prerequisite course.
- **Work-Related Expertise:** the student has substantial work-related experience in a field directly connected to the prerequisite material.

Application Process

1. **Submission of Request:** the student submits a formal request for a prerequisite waiver, including a completed prerequisite waiver form and supporting documentation such as transcripts, test scores, portfolios, or letters of recommendation.
2. **Review Process:** the request is reviewed by ROA staff, who may request additional information or evidence and will evaluate the application against the eligibility criteria.

3. Decision: ROA staff make a decision within two weeks of receiving the complete application. If granted, the student may enrol in the desired course; if denied, the student receives an explanation and advice on alternative ways to meet the requirement.

Conditions and Limitations

- Conditional Enrolment: a student may be granted conditional enrolment pending satisfactory performance on an initial assessment or during the first few weeks of the course.
- No Retroactive Waivers: prerequisite waivers cannot be granted retroactively for courses already completed or in progress.
- One-Time Waiver: each waiver is granted on a case-by-case basis and does not set a precedent for future requests.

Appeals

If a 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.

Record Keeping

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

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.