

## Administrative Procedures 217

### Credit Recovery (Grades 10-12)



Adopted: January 3, 2017

Amended: August 17, 2020

#### External References

- The Education Act, 1995 Sections 3 (1), (2)(a)(b), 4 (1)(f)(g), 87 (1)(aa), 88 (1)(z)
- The Education Regulations, 2015 Sections 30, 31, 32
- The Registrar's Handbook for School Administrators
- Ministry of Education Credit Recovery Policy

#### Internal References

- Form 217-1 Credit Recovery Application

## Background

Credit Recovery is an opportunity for students to earn an academic credit without repeating an entire course by completing additional work or resubmitting required work in a course that they have not successfully completed. The strategy for Credit Recovery is individualized and may vary from student to student.

## Definitions

Credit Recovery refers to an opportunity for a student that, when meeting minimum grade threshold and eligibility in a recently failed course for credit in a level 10, 20 or 30 course, can complete outcomes for the course to obtain a passing grade. It also refers to the situation where a student has not completed a course due to a disruption in enrolment and is provided an opportunity to complete the course without starting over from the beginning.

Credit Recovery Plan refers to a document which includes:

- a summary of achievement of outcomes and any relevant evaluation that has been done, provided by the original teacher
- a plan developed in conjunction with the teacher who will support the credit recovery (in many cases it will be the same teacher, but need not be), along with
- the commitment of the student to complete any outstanding requirements that are identified in order to obtain a credit for the course.

Outcomes refers to what a student is expected to know and be able to do at the end of the secondary level course. It may also refer to objectives when curricular outcomes are not yet available in the curriculum for a course.

Original Teacher refers to the teacher who assigned the last mark record in a course in which the student has failed or has discontinued due to a break in enrolment.

## Procedures

### 1. Eligibility for Credit Recovery

- 1.1. Credit Recovery is available for students enrolled in Grade 10, 11, and 12 courses.
- 1.2. To be eligible for Credit Recovery, students must:
  - 1.2.1. have achieved a minimum of 40 per cent,

- 1.2.2. show sufficient evidence of prior work or demonstration of understanding of portions of course content,
    - 1.2.3. Be able to work independently in order to complete the course.
  - 1.3. A final mark record for the course to be recovered must have been submitted to the Ministry of Education to be eligible for Credit Recovery.
  - 1.4. It is recommended that students complete the required course work within 30 days of the course end date. If additional time is required, the student's Credit Recovery Plan will reflect this and be included with the [Secondary Level Mark Correction form](#).
  - 1.5. The final mark a student receives in the Credit Recovery option is determined by the Original Teacher based upon the achievement of the student. In the event the teacher is no longer employed at the school or the student has changed schools, the Principal and Superintendent of Education will determine the final mark with the supervising teacher.
2. Roles and Responsibilities
  - 2.1. Student
    - 2.1.1. Apply for Credit Recovery to the teacher, school counsellor or administrator within five (5) days of the course end date. This allows for the teacher and administrator to identify the required outcomes that must be achieved and approve a Credit Recovery Plan.
  - 2.2. Teacher
    - 2.2.1. Identify and approach students who are eligible for the Credit Recovery option at the end of each semester to consider Credit Recovery.
    - 2.2.2. The Original Teacher of the course must approve the request for Credit Recovery. In the event the Original Teacher is no longer employed by the school or school division, or the student has moved, the principal, Superintendent of Learning or Director may authorize a supervising teacher in the subject area to assist with the Credit Recovery process.
    - 2.2.3. Determine the outcomes to be recovered and the assessment for the final mark record.
  - 2.3. Principal
    - 2.3.1. Approve the Credit Recovery Plan.
    - 2.3.2. Authorize the final mark record change to the Ministry of Education ([Secondary Level Mark Correction form](#)).
    - 2.3.3. In the event the Original Teacher is no longer employed at the school, assign a supervising teacher to assess the course work detailed in the Credit Recovery Plan and obtain the superintendent's approval for the plan.
    - 2.3.4. Ensure the Credit Recovery Plan is to be kept on file for three (3) years after the student turns 22 years of age, as per Saskatchewan School Boards Association (SSBA) records retention guidelines.
  - 2.4. School Division
    - 2.4.1. Approve the Credit Recovery Plan.
    - 2.4.2. In the event the Original Teacher is no longer employed at the school, approve a supervising teacher to assess the course work detailed in the Credit Recovery Plan and obtain the superintendent's approval for the plan.

- 2.4.3. Approve the final mark record change to the Ministry of Education ([Secondary Level Mark Correction form](#)).
- 2.4.4. Ensure Credit Recovery mark changes are completed within the SDS by an authorized school official within 30 days of the original course end date, if possible.
- 2.4.5. If a mark is changed after 30 days of the original course end date, complete and submit the ([Secondary Level Mark Correction form](#)) with supporting documentation and principal and superintendent signatures to Ministry of Education – Student and Educator Services.

### 3. Process

- 3.1. Consultation for credit recovery will include parents/guardians, school designated teacher, Principal and may also include the Superintendent of Learning, school counsellor, career guidance counsellor and student support team members.
- 3.2. If the course the student is attempting to recover is a prerequisite for another course, students completing the credit recovery in the first 30 days of the semester may be considered for a course requiring the prerequisite. If the credit recovery is not successful, the student will be withdrawn from the course requiring the prerequisite.
- 3.3. The final grade in the credit recovery course will be calculated using the new assessment results produced by the student in the credit recovery process.
- 3.4. The Credit Recovery final mark calculation is determined by the Original Teacher, principal and/or Superintendent of Education with responsibilities for Curriculum and/or Director.
- 3.5. Schools may change final mark records within 30 days of the course end date.
- 3.6. After 30 days of the course end date, schools must submit the [Secondary Level Mark Correction form](#) to the Ministry of Education with the supporting Credit Recovery learning plan.

### 4. Additional Considerations

- 4.1 Exceptional circumstances for extended credit recovery time (beyond the semester) may be considered in consultation with the Office of the Registrar.
- 4.2 Exceptional circumstances require the authorization from the Superintendent of Learning and/or Director.