



Regina Roman Catholic Separate School Division # 81

Curriculum & Instruction 8765 Credit Recovery (Grades 10-12)	Administrative Application	
	Effective:	May 1, 2017
	References:	ER-1 Treatment of Students and Parents/Guardians Government of Saskatchewan: Secondary Level Mark Corrections Form
	Status:	Operational

Preamble

The credit recovery option permits students to demonstrate that they have met learning outcomes without retaking an entire course. In specific circumstances, students in the division may be allowed to recover high school credits they have failed.

Application

Guidelines for Qualification

1. Each student may recover no more than three high school credits in three years (Grades 10-12).
2. To qualify for credit recovery in any given course, the student must have completed the course and received a final grade of at least a 40% in the course. This grade must have been submitted to the Ministry of Education.
3. The course must have been taken in a Regina Catholic school and failed in the previous semester.
4. The credit recovery must be completed in the first 30 calendar days of the semester following the failure. Students who are timetabled into a credit recovery tutorial (online or face-to-face) in the semester following the failure are exempt from this stipulation.
5. The school administration and the original classroom teacher must approve the request.
6. Approval may not be extended to students who have been referred to the school office for disciplinary reasons.
7. Credit recovery is for students who failed specific sections within the course. These can be worth no more than a total of 20% of the course.
8. Only selected compulsory graduation requirements may be challenged (e.g., a science at the 20-level is compulsory; a 30-level science is not). Most elective courses do not qualify for credit recovery.

The Process

1. The teacher who taught the course must identify all of the outcomes/objectives which were not met by the student. In the case of online tutorial or a face-to-face tutorial, the outcomes/objectives must be identified and attached to the mark correction form when it is submitted.



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2. The teacher who taught the course must prepare or approve the credit recovery assignments and arrange how these assessments will be graded.
3. The student must complete the work for the recovered course independently, without direct teaching by a teacher. Support may be extended when the student is placed in a tutorial (online or face-to-face). The online option is not available in all cases.
4. The mark in credit recovery will be calculated as follows:

- a. The student will be granted a grade of 50% for the percentage of the course that was successfully completed.

Example: Thus, if the student successfully completes 80% of the course (maximum of 20% missing categories/tasks, see guideline point 8) they will be granted 40 points out of a possible 80 points.

$$\frac{40}{80}$$

- b. The student's percentage in the newly-completed credit recovery portion makes up for the remaining points.

Example: In this case, the remaining recovery points is 20 (80% originally complete and 20% outstanding). If the students received 60% in the credit recovery assessments they have 60% of the 20 possible points – this provides the student with 12 additional points.

$$\frac{12}{20}$$

- c. The two calculations of points are added.

$$\frac{40}{80} + \frac{12}{20} = \frac{52}{100}$$

The new final grade is 52%.

5. Students not successful in a credit recovery shall not be allowed this option for the same course a second time.
6. Applications for a credit recovery:
 - a. The student must complete the application (below) and submit it to a school counsellor.
 - b. If the student fails a course in June, this form must be submitted to the school counsellor within two working days after the course mark is available. This allows the teacher to identify the outcomes which must be redone and allows the principal time to consider approval.
 - c. The application will be given by the school counsellor to the principal.



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- d. The principal will inform the student of the approval or refusal of the application within two school working days of submission to the counsellor.
7. If the course the student is attempting to recover is a prerequisite for another course, students completing the credit recovery in the first 30 calendar 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.
8. Because the credit recovery must be completed within the first 30 calendar days of the semester, students are required to apply themselves diligently to the credit recovery process. Students who do not do so may be denied the opportunity for any other credit recovery opportunity in high school.

Considerations

1. If the teacher who taught the course in the school division cannot be contacted in any manner, the superintendent responsible for credit recovery must approve the credit recovery with the support of the school administration.
2. If the original course was taught in another school division or out of province, credit recovery will not be considered.

Record-keeping

During the first 30 calendar days of the semester, the mark may be manually changed in the SDS, with the approval of the superintendent responsible for credit recovery.

For those students in a credit recovery option in a face-to-face or online tutorial, the Secondary Level Mark Corrections form will be sent to the Ministry of Education by the school counsellor along with the identified outcomes missed by the student in credit recovery. The new mark will appear on the transcript.

In all cases, the attached form must be completed and placed in the student's cumulative file.



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Request for Credit Recovery

Student's Name: _____

Student's Ministry Number: _____

Student's Grade: _____

Course for which I am applying: _____

I understand I must have at least a 40% in the course to request recovery. My mark was: _____

Signature: _____

Date: _____

For Office Use:

Approved (signature): _____

Calculation of Final Grade in Credit Recovery

Original mark: _____ converted to 50/100.

- 50% (original mark) = x points out of number of points given to original course (e.g., 30/60 points; 38/75 points; etc.)
- % mark in new assessments = y points out of the number of points given to the percentage of course newly completed (see page 2)
- "x" above + "y" above = new mark out of 100%

Final Grade Submitted to the Ministry of Education: _____ (place this form in the student's cumulative file and fill in the Mark Correction Form)