

Curriculum & Instruction 8765	Administrative Application	
	Last Reviewed /Approved on:	October 21, 2024
	References:	<i>The Education Act, 1995 Sections 3 (1), (2)(a)(b), 4 (1)(f)(g), 87 (1)(aa), 88 (1)(z)</i> The Education Regulations, 2019 Sections 30, 31, 32 Ministry of Education Registrar's Handbook for School Administrators Ministry of Education: Credit Recovery Policy 2024 - 2027 Policy 12 – Role of the Director
	Status:	Operational

Preamble

The credit recovery option permits students to demonstrate that they have met learning outcomes without retaking 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. It is essential that Credit Recovery processes and expectations are clearly communicated to students by their teachers and/or in-school administrators so that students can exercise all options available to them in obtaining credits to graduate.

Definitions

Credit Recovery refers to an opportunity for a student that, when meeting minimum grade threshold and attendance requirements 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.

Application

Guidelines for Qualification

1. Each student may recover no more than one (1) high school credit in each semester within three (3) 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. 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 Corrections](#) form.
5. The school administration and the original classroom teacher must approve the request.
6. 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, the principal and superintendent will determine the final mark with the supervising teacher.
7. Students who withdraw from a course but continue to complete other courses in the school are not eligible for credit recovery.
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: Roles and Responsibilities

Student

1. Apply for credit recovery to the teacher, school counsellor or administrator within five (5) days of the course end date or if the student fails a course in June, this form must be submitted to the school counsellor within two (2) 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.
2. 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.

Teacher

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.

1. The teacher who taught the course must prepare or approve the credit recovery assignments and arrange how these assessments will be graded.
2. 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.

$\frac{40}{80}$	+	$\frac{12}{20}$	=	$\frac{52}{100}$
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The new final grade is 52%.

3. Students not successful in a credit recovery shall not be allowed this option for the same course a second time.

Principal

Approve the credit recovery plan.

1. Authorize the final mark record change to the Ministry of Education (Secondary Level Mark Corrections form).
2. 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.

3. 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 records retention guidelines.

Considerations

1. If the course the student is attempting to recover is a prerequisite for another course, students completing the credit recovery in the first thirty (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.
2. The recovery plan will be documented on the Secondary Level Mark Correction Form.
3. 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.
4. 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 thirty (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 [Credit Recovery Form](#) must be completed and placed in the student's cumulative file for three (3) years.