

RCSD Learning Online Credit Recovery

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.
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.

Recovery Application and Mark Reporting Process

1. The student works with the school guidance counsellor or school administration to determine if they are a candidate to take recovery with Learning Online based on the above criteria. If a student is a candidate, they will receive a recovery application form.
2. The original teacher of the course approves recovery for the student. The teacher will provide a progress report identifying the specific outcomes that the student will need to recover. **These outcomes can be worth no more than 20% of the course.** The teacher will sign the recovery application form.
3. The student will return the completed recovery form and progress report to administration for final approval.
4. Approved forms and progress reports are sent to Learning Online. Learning Online will complete the registration for all recovery students. **Online registration forms are not to be completed at the school level for recovery students.**
5. After the recovery course is complete, Learning Online will calculate a final grade and provide the student's base school a copy of the recovery progress report, the recovery application, and final grade calculation. **The final grade* will be submitted to the Ministry by the student's base school.** A copy of all paper work will be placed in the student's cumulative file and a mark correction for must be completed and the original teacher will sign off on the recovery grade.

*The final grade for recovery will be a combination of the original grade and the recovery grade. The percentage of the course recovered will also be considered in the final grade submitted to the Ministry. The formula is found on the bottom of the application form.

Application Form

Course to be recovered: _____

Grade in Course: _____ Classroom Teacher Approval: _____

Progress Report with Identified Outcomes is Attached

Student Information:

Name: _____
(First Name) (Middle Name) (Last Name)

Student Number (SIRS ID): _____

Grade: _____ Aboriginal Status (Voluntary): _____

Phone Number: _____ Student Cellular: _____

Student Email Address: _____

Parent/Guardian Name: _____ Parent/Guardian Email: _____

Parent/Guardian Phone: _____ Parent/Guardian Signature: _____

(Student Signature)

(Administrator's Signature)

By signing this form, you agree to the qualification, application and reporting process for RCSD Credit Recovery as outlined in this document.

For Office Use:

Calculation of Final Grade in Credit Recovery

Original Grade: $50\% \times \frac{(\% \text{ of course successfully completed})}{100}$

$$50\% \times \frac{(\quad)}{100} = \underline{\hspace{2cm}}$$

Recovery Grade: $\text{Mark in Recovery} \times \frac{(\% \text{ of course completed in recovery})}{100}$

$$(\quad) \times \frac{(\quad)}{100} = \underline{\hspace{2cm}}$$

Final Grade: $(\text{original grade}) + (\text{recovery grade})$

$$(\quad) + (\quad) = \underline{\hspace{2cm}}$$

Final Grade Submitted to the Ministry of Education: _____

(Place this form in the student's cumulative file and fill in the Mark Correction Form.)