

**Statement of Policy**

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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.

**Rationale**

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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.

**Authority**

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- 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
- Credit Recovery Policy – Government of Saskatchewan

**Definitions**

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**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, 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 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 discontinued due to a break in enrolment.

**Guiding Principles**

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1. Credit Recovery is available for students enrolled in Grade 10, 11, and 12 courses.

2. To be eligible for the Credit Recovery option, students must have achieved a minimum of 40 per cent, or have an 'Incomplete' in the course. In exceptional circumstances, consideration may be given to students who have achieved less than 40 per cent in the course.
3. To be eligible for Credit Recovery the student must have attended a minimum of 50 per cent attendance while enrolled in the course.
4. 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.
5. A maximum of three (3) credits may be recovered through the Credit Recovery option within a semester.
6. 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.
7. 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.
8. Students who withdraw from a course but continue to complete other courses in the school are not eligible for Credit Recovery.

**Process:**

1. Establish criteria for eligibility for engaging in a credit recovery process.
2. Ensure the Original Teacher has provided appropriate documentation so that an appropriate Credit Recovery Plan can be developed. This should include a summary of outcomes/objectives that have been achieved, evaluation information that is relevant and a final mark, or in the case of a course not completed – a mark to date.
3. Require the Original Teacher of the course that the student failed or failed to complete provide approval to undertake Credit Recovery. In cases where the Original Teacher is unavailable, the principal of the school in which the course was taken and the superintendent designate may approve the Credit Recovery Plan.
4. Provide Credit Recovery options for eligible students.
5. Provide a process for the student to work with an educator to establish a Credit Recovery Plan.
6. Provide support for the student as they implement and complete the requirements detailed in the Credit Recovery Plan.

7. Offer Credit Recovery in Summer School only when delivering individualized outcome based Credit Recovery programming as per a Credit Recovery Plan.
8. Ensure that outcome summaries and Credit Recovery Plans are retained at the school in the student's cumulative record for a period of five (5) years.

### **Final Mark Record:**

1. The Credit Recovery final mark calculation is determined by the Original Teacher and principal.
2. Schools may change final mark records within 30 days of the course end date.
3. After 30 days of the course end date, schools may submit the Secondary Level Mark Correction form to the Ministry of Education with the supporting Credit Recovery learning plan.

### **Additional Considerations:**

1. Exceptional circumstances for extended credit recovery time (beyond the semester) may be considered in consultation with the Office of the Registrar.
2. Exceptional circumstances require the authorization from the superintendent designate.

### **Documents/Forms**

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- Request for Credit Recovery Plan – Student Plan
- Request for Credit Recovery Plan – Teacher Plan
- Secondary Level Mark Corrections – Student Data System

### **References**

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- The Education Act, 1995 Sections 3 (1), (2)(a)(b), 4 (1)(f)(g), 87 (1)(aa), 88 (1)(z)
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### **Date Approved**

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February 16, 2018

### **Amended**

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