

# Credit Recovery Policy

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This document was created by the Ministry of Education in consultation with school divisions, First Nations educational authorities and independent school representatives.

Ministry of Education  
Information Management and Support Branch  
Student and Educator Services

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## Credit Recovery Policy

**Authority:** This policy statement is developed in accordance with:

Legal Documents:

- [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

Policy or Supplemental Documents:

- [The Registrar's Handbook for School Administrators](#)
- *First Nations and Métis Memorandum of Understanding for Secondary Level Credit Attainment*

**Intent:**

This Credit Recovery policy provides consistent and transparent processes for credit attainment for all students.

This policy provides guidance for school divisions, independent schools and First Nations schools that are approved to offer Saskatchewan secondary level courses for credit attainment. Schools are encouraged to develop processes and procedures to assist students in acquiring credits in courses for which they have received an incomplete or a failing grade.

This policy provides broad guidance regarding credit recovery allowing school divisions/schools to make decisions about many of the detailed or exceptional circumstances.

Clearly articulated and communicated credit recovery procedures for schools and school divisions benefit students and provide another pathway to graduation.

**Policy Statement:**

The Ministry of Education encourages the development of policies and administrative procedures for Credit Recovery options for all Saskatchewan-based students to support their learning. 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.

The ministry expects all schools offering secondary level credits to provide and communicate procedures on credit recovery that will:

- establish eligibility criteria for the credit recovery process.
- 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 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.

- 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 director or superintendent designate may approve the credit recovery plan.
- provide credit recovery options for eligible students.
- provide a process for the student to work with an educator to establish a credit recovery plan.
- provide support for the student as they implement and complete the requirements detailed in the credit recovery plan.
- offer credit recovery in Summer School only when delivering individualized outcome based credit recovery programming as per a credit recovery plan.
- 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.

To assist school divisions in providing credit recovery options to students, the Ministry of Education will:

- provide guidance to school divisions on exceptional circumstances for allowing credit recovery for students.
- provide schools and school divisions with the authority to change a final mark record within 30 days of a course end date.
- change final marks submitted after 30 days of course end date with the [Secondary Level Mark Corrections form](#) and required documentation.
- audit credit recovery final mark submissions.

Please contact the Ministry of Education, Office of the Registrar for any questions related to this policy at [student.records@gov.sk.ca](mailto:student.records@gov.sk.ca) or 306-787-6012.

### **Definitions:**

**Schools** refers to all schools in Saskatchewan authorized to offer secondary level credits.

**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.

## **Issues and Questions:**

### **Initiating Credit Recovery**

#### ***Does the teacher of the course present credit recovery options to eligible students?***

This would be determined by the school's policies or Credit Recovery Administrative Procedures. The ministry has presented a [sample](#) administrative procedure in this document that gives guidance for credit recovery requirements. In the sample, the ministry suggests that an educator at the school prepare a list of students eligible for credit recovery and approach them with their options. It is further recommended that the credit recovery plan is agreed to by the student and parent(s) or guardian(s).

#### ***Whose responsibility is it to provide or identify outcomes to be completed for credit recovery?***

When possible, it is preferred that the original teacher of the course in which the student did not achieve a passing grade identify outcomes or expected work to be completed in order to meet the requirements of the course.

In exceptional circumstances and where possible, an assessment should be made of the student's competencies in the course to identify outcomes for credit recovery. The principal and director or superintendent designate for the school division would need to provide approval for the credit recovery plan.

#### ***What adaptations to course materials should be considered to increase the likelihood of student success?***

Factors that potentially led to the student not being successful should be identified and addressed in order to provide the student with the greatest opportunity for success. Accommodations and adaptations should be employed and supports put into place to eliminate as many barriers as possible. This will be unique to the individual student and may be dependent on school/school division capacity and resourcing.

Credit recovery programs must be subject to solid academic standards that are equal to those of traditional secondary courses.

#### ***What is a reasonable timeframe for a student to begin and complete a credit recovery plan?***

The ministry recommends that a credit recovery plan begin no later than 30 calendar days past the course end date. In the sample, the ministry suggests a timeframe of 30 days to complete credit recovery.

***What happens if a student fails to achieve the outcomes set out in the credit recovery process?***

The student would receive their original final mark on their transcript and would have other options, including retaking the course, to achieve a passing credit. In courses where departmental examinations are available, students would also have an option to write a supplemental departmental examination.

***At what point/final grade must the student retake the entire course versus credit recovery?***

The ministry has presented a sample administrative procedure in this document that gives guidance for credit recovery requirements. However, this would be determined by your school's policies or credit recovery administrative procedure. In the case where a student has started a course but has not finished due to an enrolment disruption, a suggestion would be that a student has attained at least 20 per cent of the outcomes of a course already. Again, circumstances should be considered and a decision made at the school level.

Credit recovery programs work best if the student can focus only on the areas of the course that were not mastered the first time around. Forcing a student to repeat work that has already been learned could result in the student becoming disengaged.

***Are there a maximum number of courses a student may recover in one semester or year?***

This would be determined by your school's policies or Credit Recovery Administrative Procedure.

***What courses are available for credit recovery?***

This would be determined by your school's policies or Credit Recovery Administrative Procedure. At a minimum, credit recovery should be available for all required courses (the 15 courses that are mandatory requirements for graduation).

***How is credit recovery different than a mark upgrade?***

Credit recovery is intended for students that have failed or did not complete a course. For mark upgrades, please refer to your school's policies or administrative procedures.

***What is the process for a student to apply for credit recovery if the student wrote a departmental examination?***

If the in-class portion of the work is the part the student failed, the student can complete additional work to improve their mark.

To improve the mark on the departmental examination, credit recovery students will need to write a supplemental departmental examination for 100 per cent of their final mark.

***Should attendance be associated with credit recovery?***

The ministry has presented a sample administrative procedure in this document that gives guidance for credit recovery requirements. However, this would be determined by your school's policies or administrative procedures for credit recovery.

## **Records and Marks**

### ***What record should be kept for credit recovery planning?***

The Original Teacher of the course should identify marks to date or outcomes that were achieved. Where possible, a copy should be provided to the student. This should be kept on file at the school in the student's cumulative record.

### ***How is the credit recovery option different for a failing final mark versus an incomplete mark?***

This would be determined by your school's policies or Credit Recovery Administrative Procedure. Credit recovery in a failed course may mean repeating the portions of the course in which the student was unsuccessful, or re-doing some assignments. For students who have not completed a course, it would mean completing the portions that they have missed.

### ***Should a failing mark be submitted to the Student Data System (SDS)?***

Yes, all final mark records are to be submitted to SDS as per standard practice. This may make the student eligible for credit recovery or a supplemental departmental examination. Marks will be amended if a student undertakes a credit recovery process. Please to refer the *Registrar's Handbook for School Administrators* [Secondary Level Mark Corrections form](#). A student may elect to take a supplemental department examination whereby the examination would account for 100 per cent of the final mark if a failing mark was submitted to the SDS. Only the higher final mark would appear on the official *Secondary Level Transcript of Achievement*. In the case where a student has not completed the course by the designated course end date, and the school wishes to provide extra time for completion of the course, they may choose to wait until the student has completed the course to submit an initial final mark.

### ***How is the new final mark obtained through the Credit recovery process to be recorded on the ministry's SDS?***

If credit recovery plans are completed within 30 calendar days of the course end date, the school has the authority to change the final mark record on the SDS.

If credit recovery plans exceed 30 calendar days of the course end date, schools are required to submit a [Secondary Level Mark Corrections form](#) with supporting documents. This is a simple form to complete and must be accompanied by the credit recovery plan.

***How should summer school credit recovery marks be submitted to the ministry?***

If a student has completed a credit recovery plan through a summer school in order to improve their mark, the mark must be submitted by the student's base school. The determination of the new final mark should be done by the Original Teacher and the summer school credit recovery teacher collaboratively, as the final mark correction will be submitted under the Original Teacher's name. Once submitted, the mark will replace the existing mark on the SDS.

***Is it acceptable for the director or superintendent designate to sign off on Summer School marks for Credit Recovery if the Original Teacher is away?***

If the director or superintendent designate has evidence of the outcomes required to be completed by the student in the credit recovery process and evidence that the student has achieved those outcomes, it would be appropriate for the director or superintendent designate to approve summer school marks in cases where the Original Teacher is not available. This evidence would be submitted with the [Secondary Level Mark Correction form](#).

***When would the new teacher submit the new final mark obtained through Credit Recovery?***

The new teacher would submit the new final mark obtained through Credit Recovery if the Original Teacher is not available or is not willing to have the new mark submitted under their name. The new teacher would need sufficient evidence of the achievement of the student in the original course, combined with the credit recovery work to establish a new final mark that is, in their professional judgement, an appropriate representation of the student's achievement for the entire course. Approval by the principal and director or superintendent designate is required in this example.

***How do you submit a final mark record when the credit recovery teacher is not the Original Teacher of the course?***

To submit a new final mark record when the credit recovery teacher is not the Original Teacher, the principal and director or superintendent designate would approve the new final mark on the [Secondary Level Mark Corrections form](#) and the credit recovery plan.

***If the Original Teacher is available, would the new final mark be sent to the school for the Original Teacher to approve this change?***

This could happen, when the credit recovery teacher provides sufficient evidence to the Original Teacher and the Original Teacher is satisfied that the new mark is an accurate representation of the student's achievement for the entire course. Alternatively, see the previous question and/or the [Summer School Policy](#).

***What would the final mark be for the student's transcript after the credit recovery?***

This would be determined by your school's policies or Credit Recovery Administrative Procedure.

***Would a Secondary Level Mark Corrections form be required even if completed within 30 days?***

No, a [Secondary Level Mark Corrections form](#) is not required when a mark correction is made within 30 days of the course end date.



## **Summer School and Distance Education Credit Recovery**

### ***Is summer school an option for students to complete a credit recovery?***

This would be determined by your school's policy or administrative procedure on credit recovery and summer school.

One of the roles of summer school is to provide an option in the summer months for students to complete a credit recovery process. Credit recovery does not require a student to retake an entire course so the restrictions around instructional hours do not apply.

The Ministry of Education recommends that a student only be able to undergo credit recovery in summer school if the course was originally taken in that school division. This recommendation is in place to ensure that students can work to achieve the outcomes they need as identified by the Original Teacher of the course.

### ***Is credit recovery an option for students over the summer months outside of a summer school?***

This would be determined by your school's policy or Credit Recovery Administrative Procedure.

### ***Is there an option for credit recovery for distance learning/online courses?***

This would be determined by your school's policy or administrative procedure on credit recovery, distance learning and online courses.

## Sample Administrative Procedure for Credit Recovery

Following is a sample that boards of education, the conseil scolaire, administrators, and other educational authorities might wish to use as a guide for developing their own procedures regarding a credit recovery option for high school course credit attainment. The requirements and thresholds set out in this sample may be altered to meet your local needs or requirements.

### Background/Preamble:

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.

### Guiding Principles:

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 XX per cent, or have an Incomplete in the course.
3. To be eligible for credit recovery the student must have attended a minimum of XX 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. XX number of credits may be recovered through the credit recovery option.
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 Corrections 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.

### Authority:

[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](#)

## Roles and Responsibilities:

1. Student:
  - 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. Teacher:
  - Identify and approach students who are eligible for the credit recovery option at the end of each semester to consider credit recovery.
  - 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, the principal, director or superintendent designate may authorize a supervising teacher in the subject area to assist with the credit recovery process.
  - Determine the outcomes to be recovered and the assessment for the final mark record.
3. Principal:
  - Approve the credit recovery plan.
  - Authorize the final mark record change to the Ministry of Education ([Secondary Level Mark Corrections form](#)).
  - 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.
  - 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.
4. School Division:
  - Approve the credit recovery plan.
  - 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.
  - Approve the final mark record change to the Ministry of Education ([Secondary Level Mark Corrections form](#)).
  - 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.
  - If a mark is changed after 30 days of the original course end date, complete and submit the [Secondary Level Mark Corrections form](#) with supporting documentation and principal and superintendent signatures to Ministry of Education – Student and Educator Services.

5. Ministry:

- Provide schools and school divisions with the authority to change a final mark record within 30 days of a course end date.
- Enter credit recovery final mark record change submissions for mark record changes after 30 days of course end date pending receipt of [Secondary Level Mark Corrections form](#) with supporting documents.
- Audit credit recovery final mark submissions.

**Process:**

1. [To be determined by the school and/or school division.]

**Final Mark Record:**

1. The credit recovery final mark calculation is determined by the Original Teacher, principal and/or superintendent designate or director.
2. Schools and/or school divisions may change final mark records within 30 days of the course end date.
3. After 30 days of the course end date, schools/school divisions may submit the [Secondary Level Mark Corrections 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 director or superintendent designate.

**Sample Credit Recovery Application Form**

*The form on the following page may be used or adapted for use by school divisions wishing to implement a credit recovery option for high school course attainment.*

# Request for Credit Recovery Plan Student Plan

Learning ID (if known)								

**Section 1: To be completed by the student**

Student Information:			
Last Name	First Name	<div style="display: flex; justify-content: space-between; font-size: small;"> <span>Day</span> <span>Mon</span> <span>Year</span> </div>	
Course Information (course for which I am applying):			
Course Name			
Student Credit Recovery Plan			
Actions I will be taking to ensure credit recovery will be successful:			

Expected Completion Date:

Day	Mon	Year					

I understand that I must have a minimum mark of XX% and I must have attended at least XX% of classes to request credit recovery.

My mark as reported on my report card was: \_\_\_\_\_%

Student's Name	Signature	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 12.5%;">Day</th> <th style="width: 12.5%;">Mon</th> <th colspan="6" style="width: 75%;">Year</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </tbody> </table>	Day	Mon	Year													
Day	Mon	Year																

ONCE THIS SECTION IS COMPLETE, SUBMIT TO YOUR TEACHER

# Request for Credit Recovery Plan Teacher Plan

**Section 2: To be completed by the school**

<b>Original Teacher Information:</b>			
Last Name	First Name	Teacher's Certificate	
<b>New Teacher Information (if required):</b>			
Last Name	First Name	Teacher's Certificate	
<b>Course Work Expectations:</b>			
Including outcomes to achieve, specific assignments, identification of adaptations and due dates for each task <i>(or attach work plan)</i> .			
<b>Evaluation:</b>			
Original final mark record submitted to the Ministry of Education	_____ %	New final mark record submitted to the Ministry of Education	_____ %

		<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="font-size: small;">Day</td> <td style="font-size: small;">Mon</td> <td style="font-size: small;">Year</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 40px; height: 20px;"></td> </tr> </table>	Day	Mon	Year			
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Day	Mon	Year						
Superintendent	Signature							

**PLACE THIS FORM IN THE STUDENT'S CUMULATIVE FILE AND FILL IN THE SECONDARY LEVEL MARK CORRECTION FORM**