


Administrative Procedure Course Challenge	
	Department: Student Programs
	Approved by: Leadership Council
	Date Approved: February 5, 2024
	Revision Date(s):
	Review Date:
	External References <ul style="list-style-type: none"> • <i>The Education Act, 1995</i> • Ministry of Education Registrar’s Handbook for School Administrators • Ministry of Education’s Course Challenge Process: Policy and Procedures (2023)
	Internal References <ul style="list-style-type: none"> • Form – Intent to Challenge Course

Purpose

- This administrative procedure establishes a clear mechanism for students enrolled at Saskatchewan Distance Learning Centre (Sask DLC) to demonstrate their proficiency in a subject and earn credit for the course through a challenge process.

Scope

- This procedure applies to all students enrolled in Sask DLC programs who wish to challenge a course for credit.

Policy Statement

- Sask DLC recognizes that some students are able to demonstrate a high level of achievement of the learning outcomes for a particular course without spending the required hours enrolled in the course. The intention is to allow students to challenge a course and to demonstrate the course requirements through a rigorous and comprehensive challenge process, in order to move on to further learning.
- Sask DLC will administer the Course Challenge process within provincial guidelines and Sask DLC administrative procedures.

Procedures:

1. A maximum of two course challenge credits may be attained at the 10 or 20 level.
2. Provincially developed courses may be challenged at the 10 or 20 level.

3. A teacher who has previously taught the course at least twice (in different semesters/blocks, not concurrently) is qualified to administer the course challenge process.
4. The course challenge process should include a variety of assessment techniques that measure the level of student attainment of course outcomes.
5. The student must attain a minimum of 80% through the course challenge in order to be granted credit. The percentage mark attained will be recorded on the student's transcript.
6. Students who are not successful in the course challenge process shall not be allowed to challenge the same course a second time. In order to receive credit for the course, these students will be required to register in and successfully complete that course.
7. Assessment strategies for a challenge process shall be developed by the course teacher based upon course requirements and upon current classroom assessment techniques. Course outcomes will be listed with the assessment strategies and shall be available to attach to the Intent to Challenge Course form.
8. Campuses shall communicate to parents and students the availability, procedures, outcomes and assessment strategies for course challenges.
9. To challenge a course, the student must make a formal request to the campus principal and then submit the completed Intent to Challenge Course form to the campus.
10. Students shall take the responsibility for providing evidence of readiness to challenge a course (i.e. a high mark in a prerequisite course, selections from a portfolio or other collection, recommendation from a previous teacher, documentation of work or other experience, etc.).
11. The decision to proceed with a course challenge process, by evaluating the Intent to Challenge Course form, will be determined at the campus level by a team of at least two individuals (to include the campus principal and the teacher who will administer the challenge process). Arrival at this decision shall include discussion of the student's chance of successfully meeting the exemplary level in the course challenge and, subsequently, the student's capacity to successfully complete the course at the next level.

12. If the “Intent to Challenge” is refused, the student is required to register in and successfully complete that course in order to receive credit for the course.
13. Students will be notified by the campus principal of the approval or refusal of their “Intent to Challenge” within two weeks. Refusals will be documented according to criteria. Approvals will state a date for completion of the challenge process.
14. Students who successfully complete the challenge process will be granted one credit for the course. To access this credit, the following documents should be submitted to the Superintendent of Student Programming:
 - a. Form 218-1 Intent to Challenge Course ; and,
 - b. Form 8 - Secondary Level Mark Correction.
15. Sask DLC will submit the Intent to Challenge Course Form, Secondary level and Administrative Procedures for Course Challenge to the Ministry of Education.
16. Further information and frequently asked questions can be viewed by accessing [the Ministry of Education’s Course Challenge Process: Policy and Procedures \(2023\)](#).