


<b>Administrative Procedure Student Credit Recovery</b>	
	<b>Department:</b> Student Programs
	<b>Approved by:</b> Leadership Council
	<b>Date Approved:</b> February 5, 2024
	<b>Revision Date(s):</b>
	<b>Review Date:</b>
	<p><b>External References</b></p> <ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> <li>• <i>The Education Regulation, 2015</i></li> <li>• Ministry of Education Registrar’s Handbook for School Administrators</li> <li>• Ministry of Education Credit Recovery Policy</li> </ul>
<p><b>Internal References</b></p> <ul style="list-style-type: none"> <li>• Form – Credit Recovery Application</li> </ul>	

## Purpose

- This administrative procedure outlines the steps and guidelines for student credit recovery at Saskatchewan Distance Learning Centre (Sask DLC).

## Scope

- This procedure applies to all students enrolled in Sask DLC programs who require credit recovery for courses they have not successfully completed.

## Policy Statement

- Sask DLC is committed to ensuring that all students have access to opportunities for academic success.
- Sask DLC acknowledges credit recovery as a personalized means of aiding students to overcome academic challenges and achieve their educational objectives. The strategy for credit recovery is tailored to meet each student's unique requirements.

## Procedures:

1. Eligibility for Credit Recovery
  - a) Credit Recovery is available for students enrolled in Grade 10, 11 and 12 courses.
  - b) To be eligible for Credit Recovery, students must:
    - i. have achieved a minimum mark of 40 per cent at the end of the course;
    - ii. show sufficient evidence of prior work or demonstration of understanding of portions of course content; and,
    - iii. be able to work independently in order to complete the course.
  - c) 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.

- d) 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](#).
- e) 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 Sask DLC or the student has changed schools, the Sask DLC Campus Principal and Superintendent of Student Programming will determine the final mark with the supervising teacher.

## 2. Roles and Responsibilities

### a) Student

- i. Apply for Credit Recovery to the teacher or Campus Principal within five (5) days of the course end date. This allows for the teacher and Campus Principal to identify the required outcomes that must be achieved and approve a Credit Recovery Plan.

### b) Teacher

- i. Identify and approach students who are eligible for the Credit Recovery option at the end of each semester to consider Credit Recovery.
- ii. The Original Teacher of the course must approve the request for Credit Recovery. In the event the Original Teacher is no longer employed with Sask DLC, or the student has moved, the Campus Principal or Superintendent of Student Programming may authorize a supervising teacher in the subject area to assist with the Credit Recovery process.
- iii. Determine the outcomes to be recovered and the assessment for the final mark record.

### c) Campus Principal

- i. Approve the Credit Recovery Plan.
- ii. Authorize the final mark record change to the Ministry of Education ([Secondary Level Mark Correction form](#)).
- iii. Assign a supervising teacher to assess the course work detailed in the Credit Recovery Plan.
- iv. Obtain the superintendent's approval for the plan.
- v. 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 Sask DLC's records retention guidelines.

### d) Sask DLC

- i. Approve the Credit Recovery Plan.
- ii. In the event the Original Teacher is no longer employed with Sask DLC, assign a supervising teacher to assess the course work detailed in the Credit Recovery Plan and obtain the superintendent's approval for the plan.
- iii. Approve the final mark record change to the Ministry of Education ([Secondary Level Mark Correction form](#)).
- iv. Ensure Credit Recovery mark changes are completed within MySchoolSask by an authorized Sask DLC official within 30 days of the original course end date, if possible.
- v. If a mark is changed after 30 days of the original course end date, complete and submit the ([Secondary Level Mark Correction form](#)) with supporting documentation and Campus

Administrator and Superintendent of Programming signatures to Ministry of Education – Student and Educator Services.

### 3. Process

- a) Consultation for credit recovery will include parents/guardians, Sask DLC designated teacher, Campus Principal and may also include the Superintendent of Student Programming, Curriculum Instruction and Assessment Consultant, career guidance counsellor and student support team members.
- b) If the course the student is attempting to recover is a prerequisite for another course, students completing the credit recovery in the first 30 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 from the course requiring the prerequisite.
- c) The final grade in the credit recovery course will be calculated using the new assessment results produced by the student in the credit recovery process.
- d) The Credit Recovery final mark calculation is determined by the Original Teacher, Campus Principal and/or Superintendent of Student Programming.
- e) Campuses may change final mark records within 30 days of the course end date.
- f) After 30 days of the course end date, campuses must submit the Secondary Level Mark Correction form with the supporting Credit Recovery learning plan. The form and the supporting documents must be saved on the DLC Go platform.
- g) Sask DLC Head Office will submit the [Secondary Level Mark Correction form](#) with the supporting Credit Recovery learning plan to the Ministry of Education.

### 4. Additional Considerations

- a) Exceptional circumstances for extended credit recovery time (beyond the semester) may be considered in consultation with the Office of the Registrar at the Ministry of Education.
- b) Exceptional circumstances require the authorization from the Superintendent of Student Programming and/or Chief Executive Officer.
- c) Further information can be viewed by accessing the [Ministry of Education's Credit Recovery Policy \(2021\)](#).