

CREDIT RECOVERY AND CREDIT EXTENSION

Background

Credit Recovery is an intervention to “recover” a credit for a course which a student has not successfully completed. Credit Extension is an intervention to “extend” time to achieve a credit for a course which a student has not successfully completed. The purpose of Credit Recovery or Credit Extension is to ensure that students obtain the requirements for high school graduation. The Credit Recovery and Credit Extension strategies are based on meeting the needs of individual students, and will vary in approach from student to student.

Guidelines for Qualification:

In specific circumstances, students in the Good Spirit School Division may be allowed to recover high school credits they have failed. The following guidelines identify those students who might qualify for Credit Recovery:

1. Each student may recover no more than four 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 40% in the course. This grade must have been submitted to the Ministry of Education.
3. Students enrolled in credit recovery must have attended the class a minimum of 75% unless it has been determined that extenuating circumstances prevented a student from doing so.
4. The course must have been taken in a Good Spirit School Division school and failed in the past semester.
5. The credit recovery must be completed within the first 30 calendar days of the semester following the failure, unless the student is timetabled into a credit recovery tutorial or due to extenuating circumstances as determined by the school administration.
6. Only basic compulsory graduation requirements may be challenged (e.g., a science at the 20-level is compulsory; a 30-level science is not).

Procedures

1. The principal or designate shall ensure that within one week of the course end date, a list of those students who have achieved marks between 40% – 47% and who have attended a minimum of 75% of the classes in the original course is generated.
2. The principal or designate shall ensure that prior to the end of a course, a list of students requiring an extension due to a: medical issue, compassionate leave, or

academic need as determined in collaboration with the identified teacher, school administrator and student support teacher is generated.

3. Consultation for Credit Recovery or Credit Extension will include the school principal and/or vice principal, subject area teacher, parent(s)/guardian(s), student and either a Student Support Teacher or Guidance Counsellor. Students meeting the criteria listed under the Guidelines for Qualification **will be considered** for credit recovery/extension but are not guaranteed the opportunity.
4. Upon the determination to initiate Credit Recovery or Credit Extension, the school principal or designate together with the subject area teacher will decide upon a format of delivery including but not limited to:
 - Extension of time to complete the credit(s) beyond a semester
 - Independent study
 - Modular programming
 - Classroom teacher assignment/projects/completion of work
 - Alternate assignments that meet the course requirements
 - Supervised study or tutorials
 - Distributed Learning
5. Following the determination of delivery format, time frame and the assessments to be completed, the school principal or designate will communicate the expectations for the recovery/extension to the student and parent(s)/guardian(s).
6. Form 359 – 1 Credit Recovery/Credit Extension Contract must be used to document the details of the recovery/extension expectations.
7. Upon completion of a course through Credit Recovery or Credit Extension schools may make corrections electronically in SDS for up to 30 days. After 30 days, any mark corrections must be made using the [Ministry of Education Mark Change Form](#).
8. Upon the failure to complete or upon the successful completion of a course through Credit Recovery/Credit Extension, Form 359 – 1 must be updated and placed in the student cumulative folder. A copy of the updated Form 359 – 1 is to be forwarded to the Superintendent of Education.
9. Students not successful in a credit recovery shall not be allowed this option for the same course a second time.
10. 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 unsuccessful, the student will be withdrawn.
11. Students are required to apply themselves diligently to the credit recovery/credit extension process. Students who do not do so may be denied the opportunity for any other credit recovery/credit extension opportunity in high school.

Reference: Section 85, 87,109, 175, 231 Education Act