

## **CREDIT RECOVERY AND CREDIT EXTENSION**

### **Background**

The purpose of Credit Recovery or Credit Extension is to ensure that students obtain the requirements for high school graduation. Credit recovery or credit extension permit students to demonstrate that they have achieved curriculum learning outcomes. In both circumstances, credit is recognized for achievement of learning outcomes in completed/submitted work. To pass the course, students will complete and/or resubmit the assignments in the course that they have not successfully completed. The Credit Recovery and Credit Extension interventions are based on meeting the needs of individual students and will vary in approach from student to student.

**Credit Recovery** – an intervention to “recover” a credit for a 10, 20 or 30 level course that a student has not successfully completed.

**Credit Extension** – an intervention to “extend” time to achieve a credit/final mark in a 10, 20 or 30 level course.

### **Guidelines**

#### **Credit Recovery**

1. All students who have achieved a mark between 40% - 47% will be given the opportunity for Credit Recovery. In a rare circumstance, when a student is not provided the opportunity for Credit Recovery, the school Superintendent must be consulted prior to this decision being made.
2. At a minimum, credit recovery should be available for all required courses (the 15 courses that are mandatory requirements for graduation).
3. The principal or designate will ensure that at the course end date, a list of students who have achieved a final mark between 40% – 47% will be submitted through Edsby Credit Recovery Report.
4. Consultation for Credit Recovery 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.
5. Credit Recovery should be completed within 30 days of the completion of the semester/quad. After 30 days, any mark corrections must be made using the [Ministry of Education Mark Change Form](#).
6. All changes to marks must be made within 120 days of the end of the previous school year.

## Credit Extension

1. The principal or designate will ensure that prior to the end of a course, a list of students requiring a Credit Extension due to academic needs, including but not limited to, medical concerns, compassionate leave, etc. as determined in collaboration with the subject area teacher, school administrator and student support teacher is generated.
2. Students eligible for Credit Extension will receive CE on the report card at the end of the course.
3. Consultation for 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.
4. Credit Extension must be completed within 120 days of the end of the previous school year. The Ministry of Education Mark Change Form is NOT required for credit extension because a final mark was not submitted at the end of the course.

## Procedure

1. 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:
  - a. Extension of time to complete the credit(s) beyond a semester
  - b. Independent Study
  - c. Modular Programming
  - d. Completion of course work/assignments/projects
  - e. Alternate assignments that meet the course requirements
  - f. Supervised study or tutorials
  - g. Distributed Learning
2. Form 359-1, Credit Recovery/Credit Extension Plan will be completed 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).
3. If the course the student is attempting to recover is a prerequisite for another course, students completing the credit recovery/credit extension in the first thirty (30) calendar days of the semester may be considered for a course requiring the prerequisite. If the credit recovery is not successful, the student may be withdrawn.
4. Upon completion of a course through **Credit Recovery**, schools will make corrections electronically in SDS within 30 days after the end of the course. After 30 days, any mark corrections will be made using the [Ministry of Education Mark Change Form](#). Teachers can refer to *Credit Recovery Flowchart* found in the Grading, Assessment and Reporting Handbook for Secondary Schools.
5. In the event that the requirements for **Credit Extension** are not met, the student will not receive credit for incomplete assignments which will be reflected in the final grade.

6. Refer to *Credit Extension Flowchart* found in the Grading, Assessment and Reporting Handbook for Secondary Schools for directions for reporting successful or unsuccessful completion of a course through **Credit Extension**.
7. Upon the successful completion of, or failure to complete, a course through Credit Recovery or Credit Extension, Form 359-1 must be updated and along with a copy of progress report, be placed in the student cumulative folder.
8. A copy of the updated Form 359-1 along with a copy of progress report is to be forwarded to the Superintendent of School Operations.

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