

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 218 – Special Project Credit	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 176 The Education Regulations, 2019 section 26 Saskatchewan Ministry of Education Special Credit Policy 2019	
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Background

The Division will recognize three (3) special credits per student for out-of-school learning initiatives on the work proposed and completed by an individual student that meets provincial standards and regulations and pursuant to this administrative procedure.

Special Project Credits recognize student achievement in areas outside of the regular secondary level program. Students are encouraged to become involved in the selection, planning, and organization of their own programs.

While students may use programs currently in place (e.g., Cadet Training, Royal Conservatory of Music) to develop their personal learning proposal, it is recommended that the proposal be developed to meet the needs and interests of the individual student.

Procedures

1. All applications must meet the requirements of the Government of Saskatchewan Special Credit Policy (2019).
2. A Special Project credit may be earned at the 10, 20, or 30 levels, and will be identified as Special Project 10, Special Project 20, or Special Project 30. Students must complete the credit by the end of the grade twelve year but may claim it at any grade level.
3. The credit level of the Special Project should be determined based on the student's current level standing, the extent to which the learning expectations of the proposal are similar to expectations at the same instructional level and the rigor of the project.
4. Special Project content shall be distinct from and in addition to any regular course of study that might be offered in the school.
5. Only three (3) Special Project credits may be used as an elective to meet the twenty-four (24) credit requirement.

6. Each Special Project shall be carried out on a contracted learning basis under the supervision of a teacher employed by the Division as defined by provincial policy.
7. Student activities that would be considered a normal part of extra-curricular or co-curricular activities generally offered by a school shall not be given Special Project credit recognition (e.g. school team sports, school newspaper, yearbook, student representative positions).
8. Marks attained for Special Project 10, 20 or 30 shall not be considered for scholarships awarded by the school.
9. Students are required to submit a clearly planned proposal to the Principal for preliminary approval. The form can be found in Appendix D of the [Government of Saskatchewan Special Credit Policy 2019](#).
10. The designated Deputy Director of Learning shall formally approve the written proposal, before the project commences.
11. Students who successfully complete projects will be granted one (1) credit for a minimum of one hundred (100) hours of work on the approval of the Principal. The registration and mark shall be submitted to the Ministry in the same manner as for other courses of study.
12. The school and the designated Deputy Director of Learning shall retain a copy of each Special Project proposal on file for a minimum of two (2) years.