

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 221 – Credit Recovery	
Related LCSD AP's		
Form(s)	Form 221.1 – Request for Credit Recovery Application	
References:	<i>The Education Act, 1995</i> sections 85, 87, 231	
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Background

Lloydminster Catholic School Division recognizes that learning is a continual process. Some students, with additional time and/or supports can demonstrate that they have met the outcomes of a particular high school course to a level that allows them to receive credit for the course, thus negating the necessity of retaking the entire course again.

Procedures

1. In specific circumstances, students in the division may be allowed to recover up to three high school credits (Grades 10 -12) they have failed. Only selected basic compulsory graduation requirements may be challenged.
 - 1.1 To qualify for credit recovery in any given course, the student must have completed the course in the past semester while registered in Lloydminster Catholic School Division, have received a final grade of at least 40% in the course, and have had 80% attendance in that course. This grade must have been submitted to the Ministry of Education.
 - 1.2 The credit recovery must be completed in the first 30 days of the semester following the failure. The request must be placed in writing by the student using Form 221-1.
2. The school principal must approve the request.
 - 2.1. The principal will approve a teacher to set up the credit recovery requirements.
 - 2.2. The approved teacher must identify the outcomes, which were not met by the student, prepare or approve the credit recovery assignments, and arrange how these assessments will be graded.
 - 2.3. The student must complete the work for the recovered course independently, without direct teaching by a teacher.
 - 2.4. Upon completion of the identified outcomes, the approved teacher will calculate a final grade, based on the level of mastery of all course outcomes.
 - 2.5. If the student remains unsuccessful in his/her credit recovery, the course must be retaken in entirety.

3. Record Keeping

- 3.1. All credit recovery forms will be placed in the student cumulative file upon completion.
- 3.2. Within the first 30 days of the semester end, the course mark may be manually changed in the SDS, with the approval of the school principal and Deputy Director of Learning.
- 3.3. All mark adjustments (based on credit recovery) completed after 30 days of the course's end date will require the completion of the Ministry of Education's Secondary Level Mark Corrections form.

<http://publications.gov.sk.ca/documents/11/82822Form%208%20Secondary%20Level%20Mark%20Corrections.pdf>