

Administrative Procedure 318

CREDIT COMPLETION

Background

The Saskatchewan Rivers Public School Division believes that students should be offered multiple opportunities to complete a secondary level credit. Credit completion is an opportunity for students to earn an academic credit without repeating an entire course. The terms “credit completion” and “credit recovery” will be used interchangeably.

Credit completion strategies should be considered by teachers and students within the context of each student’s individual graduation plan. The strategy for credit completion is individualized and may vary from student to student.

It is essential that credit completion processes and expectations are clearly communicated to students and their parent/guardian by their teachers and/or principal/vice-principal so that students can exercise all options available to them in obtaining credits to graduate.

Definitions

- *Course Score (School Mark)* – refers to the overall score achieved and awarded by the teacher.
- *Credit Completion (Credit Recovery, Credit Extension)* – refers to an opportunity for a student to complete a 10, 20 or 30 course, after the end of the reporting period, without starting over from the beginning.
- *Credit Completion Nomination* – refers to the action taken by the original teacher to indicate to principal/vice-principal and/or designates that the original teacher supports that the time allotted for a student to complete the credit extends beyond the course end date. The credit completion nomination is completed via the report card process.
- *Credit Completion Plan* – refers to a document which includes a summary of achievement of outcomes and any relevant evaluation that has been done, commitment of the student, credit completion strategies, timeline, check ins, and support available for the student to complete the credit. The credit completion plan is co-constructed by the original teacher and the student. The original teacher, in consultation with the principal/vice-principal, will determine a reasonable timeline for credit completion.
- *Credit Completion Strategies* – refers to the ways in which students can show evidence of learning to earn a course credit. The credit completion strategies will include the learning task(s) and assessment criteria. The credit completion strategies should be co-constructed by the original teacher or their designate and the student. Strategies may include but are not limited to; completion of previously assigned evaluations, completion of evaluations that target outcomes where learning evidence has not been provided, scaffolding to support student’s time management, and/or availability of support from teacher or designate.
- *End of Course Date* – also known as “*course end date*”, refers to the date set in MySchoolSask (MSS) as the scheduled end of formal instruction of the course. End of course date may also be referred to as the “*end of the reporting period*”. Should a continuous intake (CI) transcript definition be used in MSS (TransDef>Name), the course end date is the date the final score is sent to the Student Data System (SDS).
- *Original Teacher* – refers to the teacher who nominated the student for credit completion.

- *Outcomes* – refers to what a student is expected to know and be able to do at the end of the secondary level course. It may also refer to objectives when curricular outcomes are not available in the curriculum for a course.
- *Provincial Departmental Exam* – refers to the test taken to determine 40% of a student's scores in a provincially examinable courses whereby a teacher is not accredited, the teacher chooses to have their students write the provincial examination, or a student/students choose to write the provincial examination.
- *Report Card Process* – refers to the workflow to create and publish a student's report card as well as export a student's final score to their transcript as per the division's current teacher gradebook and student information system software.
- *Transcript* – refers to a student's record of academic achievement according to the Student Data System (SDS).

Eligibility for Credit Completion

1. The original teacher nominates the student for credit completion and will consider demonstration of learning, engagement in the learning process, exceptional circumstances, and the potential for success through the credit completion process.
2. Students who withdraw from a course but continue to complete other courses in the school are not eligible for credit completion in the withdrawn course.
3. Credit completion must be completed within the same academic year that the original course was taken. For courses that end in June, credit completion must be completed within the first 30 days of the next school year.

Procedure

For courses that do not require a provincial examination:

1. Prior to the end of the reporting term, the teacher and student will discuss the student's options for credit completion if the student is a candidate for credit completion.
2. The teacher notifies the student's parent/guardian of the student's credit completion status.
3. If the student does not complete the credit by the end of the reporting term, the teacher nominates the student for credit completion via the report card process.
4. The credit completion plan will be co-constructed by the teacher and the student.
5. Through the report card process, the principal/vice-principal and guidance/transition staff will be notified of the nomination for credit completion. The principal/vice-principal or designate will be required to approve or decline the nomination.
 - If the credit completion nomination is declined, the teacher, student, and the student's parent/guardian will be notified by the principal/vice-principal.
 - If the student's score is 48% - 49%, the student will be awarded a 50%. This aligns with section 3.1.1 Mark Adjustment of the Registrar's Handbook for School Administrators.
 - If the student's score is 44% or lower, no final score will be submitted to the SDS. The student's graduation plan will need to be amended accordingly.

- If the credit completion is approved, the teacher, student, and the student's parent/guardian will be notified and a credit completion strategy will be communicated to the student and their parent/guardian by the teacher.
 - If the credit is completed, the original teacher or designate will indicate the credit is completed and the final score earned through the report card process. The principal/vice-principal or designate will send the final score to the SDS within ten (10) business days.
 - In the event the original teacher is no longer employed at the school, the principal/vice-principal will determine the final score.
 - The school has 180 days from the course end date to submit an original final score for a student via the SDS.
 - If a final score was submitted to the SDS and a correction needs to be made, the school has 30 days from the course end date to submit a corrected score.
 - If it is more than 30 days past the course end date, the school is required to submit a Secondary Level Mark Correction form with a copy of the credit completion plan to the SRPSD IT help desk at ITHelpdesk@srsd119.ca. Division L1 staff will submit the documentation to the Ministry of Education.
 - If the credit is not completed, the teacher, student, and the student's parent/guardian will be notified.
 - If the original score was 48% - 49%, the student will be awarded a 50%. This aligns with section 3.1.1 Mark Adjustment of the Registrar's Handbook for School Administrators.
 - If the original score was 44% or lower, no final score will be submitted to the SDS. The student's graduation plan will need to be amended accordingly.
- The credit completion nomination form, completed, incomplete, or declined, should be printed and a copy kept in the student's cumulative record indefinitely.
- Credit attempt will be indicated in MySchoolSask (MSS) in the Student > Transcript. Credits that were attempted but were not earned will appear without a final score.

For courses that require a provincial examination, credit completion is not an option.

1. The student's course score, at the end of the reporting term, will be reported on the student's report card with a report card comment indicating that the score represents the school-based portion of the student's final score and that the remainder of the score will be determined by their achievement on the provincial departmental exam.
2. The student's final score, after factoring in the provincial departmental exam and as it appears on the student's transcript, should be reported to the student and their parent/guardian in a timely manner.

Documents/Forms

- Credit Completion Nomination Process – Edsby Work Flow Document
- Secondary Level Mark Corrections – Form 8

Reference: Sections 3 (1), (2)(a)(b), 4 (1)(f)(g), 87 (1)(aa), 88(1)(z), *The Education Act, 1995*; Sections 30,31,32, *The Education Regulations*, Registrar's Handbook for School Administrators, Credit Recovery Policy – Government of Saskatchewan

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