

Curriculum & Instruction 8765	Administrative Application	
	Last Reviewed /Approved on:	June 23, 2026
	References:	<i>The Education Act, 1995</i> Sections 3 (1), (2)(a)(b), 4 (1)(f)(g), 87 (1)(aa), 88 (1)(z) <i>The Education Regulations, 2019</i> Sections 30, 31, 32 Ministry of Education Registrar's Handbook for School Administrators Ministry of Education: Credit Recovery Policy 2027 Policy 12 – Role of the Director
	Status:	Operational

Preamble

The credit recovery option permits students to demonstrate that they have met learning outcomes without retaking an entire course by completing additional work or resubmitting required work in a course that they have not successfully completed. The strategy for credit recovery is individualized and may vary from student to student. It is essential that Credit Recovery processes and expectations are clearly communicated to students by their original teachers and/or in-school administrators so that students can exercise all options available to them in obtaining credits to graduate.

Definitions

1. **Credit Recovery** refers to an opportunity for a student that, when meeting minimum grade threshold and attendance requirements in a recently failed course for credit in a level 10, 20 or 30 course, can complete outcomes for the course to obtain a passing grade. It also refers to the situation where a student has not completed a course due to a disruption in enrolment and is provided an opportunity to complete the course without starting over from the beginning.
2. **Credit Recovery Plan** refers to a document which includes a summary of achievement of outcomes and any relevant evaluation that has been done, provided by the original teacher, a plan developed in conjunction with the teacher who will support the credit recovery (in many cases it will be the same teacher, but need not be), along with the commitment of the student to complete any outstanding requirements that are identified in order to obtain a credit for the course.
3. **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 yet available in the curriculum for a course.
4. **Original Teacher** refers to the teacher who assigned the last mark record in a course in which the student has failed or has discontinued due to a break in enrolment.

Application

Guidelines for Qualification

1. Each student may recover no more than one (1) high school credit in each semester within three (3) years (Grades 10-12).
2. Students are eligible for recovery if they failed a completed course with a final grade of at least 35%. This grade must have been submitted to the Ministry of Education.
3. Credit recovery is for students who failed specific sections or experienced a disruption in enrolment within the challenged course. These can be worth no more than a total of 20% of the course.
4. The course must have been taken in a Regina Catholic school and failed in the previous semester.
5. Credit recovery must be completed within the first **30 calendar days** of the course end date following the course failure. If the credit recovery is not successfully completed within this timeframe, the student will be required to retake the full course at a later date.
6. If a student is recovering a course that is a **prerequisite** for a currently enrolled course and does not successfully complete credit recovery within the 30-day period, the student will be withdrawn from the prerequisite-dependent course.
7. The school administration and the original classroom teacher must approve the request.
8. The final mark a student receives in the credit recovery option is determined by the Original Teacher based upon the achievement of the student. In the event the teacher is no longer employed at the school, the principal and superintendent will determine the final mark with the supervising teacher.
9. Students who withdraw from a course but continue to complete other courses in the school are not eligible for credit recovery.
10. Only selected compulsory graduation requirements may be challenged (e.g., a science at the 20-level is compulsory; a 30-level science is not). Most elective courses do not qualify for credit recovery.

Process

1. **Student Responsibilities**
 - a. The student will work with the school guidance counsellor or school administration to determine eligibility for credit recovery based on the above criteria. If the student is deemed a candidate, they will be provided with a **Recovery Application Form** and a **Request for Credit Recovery Plan Form**. Both forms must be submitted by the application deadline, which is **five (5) days**

following the end of term and one (1) day after the mark submission date.

- b. The student must complete the recovered course work largely independently. The school may support the process through regular check-ins, academic pull-out support, tutorial allocations, and supervision of assessments.

2. Teacher Responsibilities

- a. The original teacher of the course must approve the credit recovery request. If the teacher is no longer employed by RCSD, the principal, director, or superintendent designate may authorize a qualified supervising teacher in the subject area to oversee assessment within the credit recovery process.
- b. The teacher will provide a progress report identifying the specific learning outcomes the student is required to recover. These outcomes may account for no more than 20% of the course. The original teacher will complete the Request for Credit Recovery Plan Form.
- c. The teacher who taught the course must prepare or approve all credit recovery assessments and determine how they will be evaluated. The teacher will not be expected to provide direct instruction as part of the credit recovery process.
- d. Upon completion of the credit recovery requirements, the original teacher will determine the final grade and submit all required documentation to the school office.

3. Principal Responsibilities

Approve the credit recovery plan.

- a. Authorize the final mark record change to the Ministry of Education (Secondary Level Mark Corrections form).
- b. In the event the Original Teacher is no longer employed at the school, assign a supervising teacher to assess the course work detailed in the credit recovery plan and obtain the superintendent's approval for the plan.
- c. Ensure the credit recovery plan is to be kept on file for three (3) years after the student turns 22 years of age, as per Saskatchewan School Boards Association records retention guidelines.

Recovery Application and Mark Reporting Process

- 1. The student works with the school guidance counsellor or school administration to determine if they are a candidate to take recovery based on the above criteria. If a student is a candidate, they will receive a **Recovery Application Form and a Request for Credit Recovery Plan Form.**

2. If the original teacher of the course approves recovery for the student. The teacher will provide a progress report identifying the specific outcomes that the student will need to recover. **These outcomes can be worth no more than 20% of the course.** The original teacher will complete the **Request for Credit Recovery Plan Form.**
3. The student will return the completed recovery forms and progress report to administration for final approval.
4. The teacher who taught the course must prepare or approve the credit recovery assignments and arrange how these assessments will be graded. **The teacher will not be expected to provide direct instruction as the part of the credit recovery process.**
5. The student will complete the recovery process with the support of the school and an assigned staff member. **This could include regular check-ins, academic pullout support, or supervision of assessment or test completion.**
6. After the recovery course is complete, the original teacher will determine final grade and submit all paperwork to the office. **The final grade will be submitted to the Ministry using the Mark Correction Form.** A copy of all paperwork will be placed in the student's cumulative file.

Final Grade Calculation:

The final grade for recovery will be a combination of the original grade and the recovery grade.

The student will be granted 50% for the percentage of the course that has been successfully completed.

The percentage of the course recovered will also be considered in the final grade submitted to the Ministry.

$$\text{Original Grade: } 50\% \times \frac{(\% \text{ of course successfully completed})}{100}$$

$$50\% \times \frac{(\quad)}{100} = \underline{\hspace{2cm}}$$

$$\text{Recovery Grade: } \text{Mark in Recovery} \times \frac{(\% \text{ of course completed in recovery})}{100}$$

$$(\quad) \times \frac{(\quad)}{100} = \underline{\hspace{2cm}}$$

$$\text{Final Grade: } (\text{original grade}) + (\text{recovery grade})$$

$$(\quad) + (\quad) = \underline{\hspace{2cm}}$$

Final Grade Submitted to the Ministry of Education:

Considerations

1. If the course the student is attempting to recover is a prerequisite for another course, students completing the credit recovery 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 will be withdrawn.
2. Students not successful in a credit recovery shall not be allowed this option for the same course a second time.
3. The recovery plan will be documented on the Secondary Level Mark Correction Form.
4. If the teacher who taught the course in the school division cannot be contacted in any manner, the superintendent responsible for credit recovery must approve the credit recovery with the support of the school administration.
5. If the original course was taught in another school division or out of province, credit recovery will not be considered.

Record-keeping

During the first thirty (30) calendar days of the semester, the mark may be manually changed in the SDS, with the approval of the superintendent responsible for credit recovery.

The Mark Correction Form will be submitted to Ministry of Education by the school office along with the Credit Recovery Plan identifying the outcomes completed through credit recovery. The new grade will appear on the transcript.

In all cases, the [Credit Recovery Form](#) must be completed and placed in the student's cumulative file for three (3) years.

Appendix A

Credit Recovery – Application Form

Guidelines for Qualification

1. Each student may recover no more than three 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 a 35% in the course. This grade must have been submitted to the Ministry of Education.
3. The course must have been taken in a Regina Catholic school and failed in the previous semester.
4. The credit recovery must be completed in the first 30 calendar days of the semester following the failure. If a student is recovering a course which is a prerequisite for a current one. If recovery is not successfully completed in the 30 days, the student will be withdrawn from the course.
5. Applications must be completed and submitted within five (5) days of the course end date or if the student fails a course in June, this form must be submitted to the school counsellor within two (2) working days after the course mark is available.
6. The school administration and the original classroom teacher must approve the request.
7. Credit recovery is for students who failed specific sections within the course. These can be worth no more than a total of 20% of the course.
8. Only selected compulsory graduation requirements may be recovered (e.g., a science at the 20-level is compulsory; a 30-level science is not). Most elective courses do not qualify for credit recovery.

Recovery Application and Mark Reporting Process

1. The student works with the school guidance counsellor or school administration to determine if they are a candidate to take recovery based on the above criteria. If a student is a candidate, they will receive a **Recovery Application Form and a Request for Credit Recovery Plan Form**.
2. If the original teacher of the course approves recovery for the student. The teacher will provide a progress report identifying the specific outcomes that the student will need to recover. **These outcomes can be worth no more than 20% of the course**. The original teacher will complete the **Request for Credit Recovery Plan Form**.
3. The student will return the completed recovery forms and progress report to administration for final approval.

4. The teacher who taught the course must prepare or approve the credit recovery assignments and arrange how these assessments will be graded. **The teacher will not be expected to provide direct instruction as the part of the credit recovery process.**
5. The student will complete the recovery process with the support of the school Classroom Complexity Teacher. **This could include regular check-ins, academic pullout support, or supervision of assessment or test completion.**
6. After the recovery course is complete, the original teacher will determine final grade and submit all paperwork to the office. **The final grade will be submitted to the Ministry using the Mark Correction Form.** A copy of all paperwork will be placed in the student's cumulative file.

*The final grade for recovery will be a combination of the original grade and the recovery grade. The percentage of the course recovered will also be considered in the final grade submitted to the Ministry. The formula is found on the bottom of the application form.

[Administrative Application 8675](#)
[Credit Recovery – Ministry of Education](#)

Application Deadline: January 29, 2026

Credit Recovery Deadline: February 27, 2026

Student Name: _____

Course to be recovered: _____

Grade in Course: _____ Classroom Teacher Approval: _____

- ☐ Progress Report with Identified Outcomes is Attached
- ☐ Request for Credit Recovery Plan Form is Attached

- The original teacher will identify the outcomes to be recovered, provide the assessments to be recovered, and arrange for assessment. The original teacher will not provide direct instruction to the student as part of the recovery process.
- The student will be supported by the Classroom Complexity Teacher, including check-ins, academic pull-outs, and any required supervision of assessments or tests.
- The mark submitted to the Ministry of Education will reflect an both the original course grade and the recovery work.
- Recovery work must be completed and submitted no later than the Credit Recovery Deadline. If credit recovery is not successfully completed by this date, the student will need to retake the full course at a later date.
- If a student is recovering a course that is a prerequisite for a class they are taking in the current semester, failure to successfully complete the credit recovery by the deadline, they will be withdrawn from the course.

(Student Signature)

(Parent/ Guardian Signature)

By signing this form, you agree to the qualification, application and reporting process for RCSD Credit Recovery as outlined in this document.

For Office Use:

Calculation of Final Grade in Credit Recovery

Original Grade: $50\% \times \frac{(\% \text{ of course successfully completed})}{100}$

$$50\% \times \frac{(\quad)}{100} = \underline{\hspace{2cm}}$$

Recovery Grade: $\text{Mark in Recovery} \times \frac{(\% \text{ of course completed in recovery})}{100}$

$$(\quad) \times \frac{(\quad)}{100} = \underline{\hspace{2cm}}$$

Final Grade: $(\text{original grade}) + (\text{recovery grade})$

$$(\quad) + (\quad) = \underline{\hspace{2cm}}$$

Final Grade Submitted to the Ministry of Education: _____

(Place this form and the Credit Recovery Plan in the student's cumulative file and fill in the Mark Correction Form.)