



CREDIT RECOVERY

Background

Credit Recovery is an opportunity for students to earn an academic credit without repeating 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 understood that Credit Recovery is a last measure and should be preceded by a proactive and personalized credit loss prevention process that is ongoing throughout the semester.

Definitions

Credit Recovery –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.

Credit Recovery Plan –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.

Outcomes –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.

Original Teacher –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.

Guiding Principals

1. Credit Recovery is available for students enrolled in **all** Grade 10, 11, and 12 courses where the final mark is below 50%.
2. To be eligible for the Credit Recovery option, students must have *either*.
 - 2.1 Achieved a minimum of 40%

OR

2.2 Achieved a minimum of 35% with class attendance above 75%

3. A final mark record for the course to be recovered must have been submitted to the Ministry of Education to be eligible for Credit Recovery.
4. Up to two credits per semester may be recovered through the Credit Recovery option. When more than two credits have been lost, priority will be given to graduation requirements.
5. It is recommended that students complete the required course work within 30 days of the course end date for Semester One. For Full Year and Semester Two classes, it is recommended that students complete the required course work within 30 days of Labour Day. If additional time is required for Semester One classes or the class is recovered in September, the student's Credit Recovery Plan will reflect this and be included with the [Secondary Level Mark Correction form](#).
6. 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 or superintendent will determine the final mark with the supervising teacher.
7. Students who withdraw from a course but continue to complete other courses in the school are not eligible for Credit Recovery.

Roles and Responsibilities

1. Student:

Given the 30-day timeline for Credit Recovery, eligible students should commence a Credit Recovery application within the first **five (5) days** of the next school semester. This allows for the teacher and administrator to identify the required outcomes that must be achieved and approve a Credit Recovery Plan.

2. Teacher:

- 2.1 Identify, with the Principal and approach students who are eligible for the Credit Recovery option at the end of each semester to consider Credit Recovery.
- 2.2 Provide appropriate assessment documentation for all lost credits
- 2.3 Provide clear explanations for any credit deemed ineligible for recovery.

- 2.4 The Original Teacher of the course and Principal must approve the request for Credit Recovery. In the event the Original Teacher is no longer employed by the school or school division, the principal, director or superintendent designate may authorize a supervising teacher in the subject area to assist with the Credit Recovery process.
 - 2.5 Determine the outcomes to be recovered and the assessment for the final mark record.
 - 2.6 Provide realistic, flexible pathways to credit attainment
3. Principal:
- 3.1 Approve the Credit Recovery Plan.
 - 3.2 Authorize the final mark record change to the Ministry of Education [Secondary Level Mark Correction](#) form.
 - 3.3 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.
 - 3.4 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 (SSBA) records retention guidelines.
4. School Division:
- 4.1 Approve the Credit Recovery Plan.
 - 4.2 In the event the Original Teacher is no longer employed at the school, approve a supervising teacher to assess the course work detailed in the Credit Recovery Plan and obtain the superintendent's approval for the plan.
 - 4.3 Approve the final mark record change to the Ministry of Education [Secondary Level Mark Corrections](#) form.
 - 4.4 Ensure Credit Recovery mark changes are completed within the SDS by an authorized school official within 30 days of the original course end date, if possible.
 - 4.5 If a mark is changed after 30 days of the original course end date (including all credits recovered in September), complete and submit the *Secondary Level Mark Correction form* with supporting documentation and principal and superintendent signatures to Ministry of Education – Student and Educator Services by the school Level 1 through a HEAT ticket.

Process

1. Consultation for credit recovery will include parents/guardians, school designated teachers, Principal, and may also include the Superintendent with responsibilities for school operations, school counsellor, career guidance counsellor and student support team members.
2. If a student cannot recover a credit within the first 30 days of the next semester, the student will be withdrawn from any course requiring that course prerequisite.
3. The Credit Recovery final mark calculation is determined by the Original Teacher, Principal and/or Superintendent or Director of Education.
4. Schools may change final mark records within 30 days of the course end date.
5. After 30 days of the course end date, schools must submit the **Secondary Level Mark Correction Form** to the Ministry of Education with the supporting Credit Recovery learning plan by the school Level 1 Support through a HEAT ticket.

Additional Considerations

1. Exceptional circumstances for extended credit recovery time (beyond the semester) may be considered in consultation with the Office of the Registrar.
2. Exceptional circumstances require authorization from the Director of Education or the Superintendent responsible for the school.

Reference: Sections 3(1),2(1)(b),4(1)(f)(g), 87(1)(aa), 88(1)(z) *The Education Act, 1995*.
Sections 30, 31, 32 *The Education Regulations, 2015*
The Registrar's Handbook for School Administrators
[Credit Recovery Policy 2025 to 2027](#)

Approved: October 21, 2025

Form 222-1