

SPECIAL PROJECT CREDITS

Background

The Division may approve the granting of Special Project 10, 20 and 30 credits per student registered at a Division high school for an out-of-school initiative. This granting will recognize student achievement in areas outside the regular secondary level program. It encourages students to become involved in the selection, planning and organization of their own program. Programs may include areas of study such as community service, in- depth research in academic training, technology, the performing arts, athletics and entrepreneurship. While students may use programs currently in place (i.e., Cadet Training, post-secondary courses) to develop their personal learning proposal, it is recommended that the proposal(s) be developed to meet the needs and interests of the individual student.

A final mark record of Standing Granted (SG) will be awarded for the successful completion of a special project. The mark of SG will appear on the official *Transcript of Secondary Level Achievement*.

Note: Special Projects are not intended to be delivered in a classroom by a teacher to a group of students. Where there is a need for course options not met by provincially developed curricula, schools should follow policy and procedures for approval of Secondary Level Courses (Locally Developed Courses).

Credit recognition for Royal Conservatory of Music should not be awarded through the use of Special Project, but rather as a Dual Credit.

Procedures

1. The school will administer the Special Project Credit process within ministry guidelines and school division policy.
2. Special project credits must be completed in grades 10-12.
3. To enroll in a special project credit, the student is required to submit a personalized learning plan to the school administration, using Appendix D: Special Project Proposal Template.
4. The Special Project Proposal Template must be completed and approved by the principal and superintendent (or designate) of the Northwest School Division prior to the student beginning the project.
5. Special projects must be personalized by a single student.

6. Special projects are to be undertaken and completed outside of the regular school program.
7. Special projects credits are not courses taught by a teacher; however, each special project credit requires supervision of a teacher. A project may be undertaken with assistance of a community mentor who has expertise in the project area.
8. Each special project credit requires a minimum of 100 credit hours of work.
9. Special project credits will receive a Standing Granted (SG) as a final mark record. All special project credits are to be submitted to the Ministry of Education using [Secondary Level Non-Academic Courses - New Mark Addition](#), accompanied by a copy of the student's completed Special Project Proposal. Submit via HEAT.
10. The schools shall establish procedures to communicate to parents/guardians and students the availability, administrative procedures or policies and requirements for credit attainment for special projects.
11. The Northwest School Division shall retain a copy of the Special Project Proposal and supporting documentation on file for a minimum of five years. All proposals are subject to ministry auditing.

In addition, the Ministry of Education recommends that all administrative procedures for special project credits address the following:

12. As special project credits are not covered by the Memorandum of Understanding with the Worker's Compensation Board, schools offering special project credits should address legal liability and insurance implications regarding students engaged in activities outside of the school.
13. Special projects require monitoring of the project to ensure the student is being provided with a safe, meaningful, and appropriate learning experience and to ensure the mentor is meeting their responsibilities. It is recommended the school supervisor contact the project mentor and student at least three times during the duration of the project.
14. Mentors for special projects should be provided with an information package containing materials such as the expectations of mentor/supervisor, project proposal, student log sheet, timelines/calendar and any other relevant information.

Reference: Sections 4 (1), (1.1) (c), 4.02 Education Act,
Ministry of Education Registrar's Handbook
[Special Project Credit Policy 2025 to 2027](#)

Approved: October 20, 2025