



## AP 370 – CREDIT RECOVERY

### BACKGROUND

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Credit Recovery is an opportunity for students to have additional time at the end of a semester to demonstrate learning of course outcomes that were not met throughout that semester. Credit Recovery allows students to earn an academic credit without repeating an entire course. The strategy for Credit Recovery is individualized and may vary from student to student.

### GUIDING PRINCIPLES

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1. Credit Recovery is available for students enrolled in Grade 10, 11, and 12 courses.
2. At a minimum, to be eligible for Credit Recovery a student must have:
  - 2.1 achieved a minimum of 30% in the course and
  - 2.2 attendance may be taken into consideration.
  - 2.3 received a final mark for the course in question which was submitted to the Ministry of Education.
3. A maximum of three (3) credits may be recovered through the Credit Recovery option per year.
4. Teachers will make a recommendation regarding a student's eligibility for Credit Recovery after having a discussion with the student and student's parents/caregivers. The final decision for eligibility for Credit Recovery will be made by the school administration in consultation with the original teacher and other parties as needed.
5. It is recommended that students complete the required course work within 30 calendar days of the course end date. If more than 30 days are required, the student's [Credit Recovery Plan](#) must be approved by the teacher and administration and be included with the [Secondary Level Mark Correction form](#).
6. The final mark a student receives in Credit Recovery is determined by the Credit Recovery teacher, in consultation with the original teacher, based upon the achievement of the student.
  - 6.1 In the event the original teacher is no longer employed at the school or otherwise unable or unwilling to participate in the process, the student's final Credit Recovery mark will be determined by the Credit Recovery teacher in consultation with the principal. In this case, the school's superintendent will sign the Secondary Level Mark Correction form prior to submission.
7. At minimum, secondary schools shall offer Credit Recovery for the courses required for graduation.



## ROLES AND RESPONSIBILITIES

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1. The student shall indicate acceptance of an offer to complete Credit Recovery within five days of the course end date in Semester 1 and within three days of the course end date in Semester 2. This allows the Credit Recovery teacher the opportunity to create a Credit Recovery plan in consultation with the student.
2. The original teacher shall:
  - 2.1. Communicate with parent(s)/guardian(s) or the student (if 18 years of age or emancipated) for all failed courses. For students who meet the minimum eligibility for Credit Recovery, the Credit Recovery option should be discussed even if the teacher would not recommend this option.
  - 2.2. Create a Credit Recovery report for each student who fails a course. The Credit Recovery Report will include:
    - 2.2.1. A recommended course placement (after discussion with parent(s)/caregiver(s)) of either:
      - *Potential credit recovery candidate or*
      - *Repeat the course if this credit is desired*
    - 2.2.2. A final mark for the course
    - 2.2.3. A list of Outcomes that need to be achieved
    - 2.2.4. A confirmation and description of the parent/guardian contact
    - 2.2.5. A summary of factors affecting evaluation and other contributing factors
    - 2.2.6. Reasons for the Credit Recovery recommendation
    - 2.2.7. Anticipated time required to show evidence of the outcomes
    - 2.2.8. Teacher availability to support the student with the potential Credit Recovery
  - 2.3. Provide a summary of achievement in the form of a progress report upon request. Teachers may elect to identify specific assessments that should be prioritized so that the student can recover the credit efficiently.
  - 2.4. Have the opportunity to consult with school administration and the assigned Credit Recovery teacher (if not the original teacher) in preparation for the development of a Credit Recovery Plan and to support the student throughout the process. It is understood that this consultation is voluntary and will be in direct relation to the availability of time and resources.
3. The assigned Credit Recovery teacher (the original teacher or another teacher appointed by the principal) shall:
  - 3.1. When possible, consult with the original teacher and other relevant school personnel to gather information necessary to support the student.
  - 3.2. Create a Credit Recovery Plan with the student which will include:
    - 3.2.1. A list of specific assessments that will provide sufficient evidence to recover the credit
    - 3.2.2. An expected completion date
    - 3.2.3. The acceptance of the Credit Recovery Plan by the student and the parent(s)/caregiver(s) in the form of signatures (or other documentation if signatures cannot be obtained in a timely fashion).
  - 3.3. Provide support for the student to implement and complete the requirements detailed in the Credit Recovery Plan.



- 3.4. Report the result of the Credit Recovery Plan to the principal.
4. The principal shall:
  - 4.1. Appoint a school team that determines final eligibility for Credit Recovery.
  - 4.2. Appoint teacher or teachers responsible for the Credit Recovery process. This teacher may be the original teacher or another teacher appointed by the principal.
  - 4.3. If Credit Recovery results in a mark change, authorize the final mark record change to the Ministry of Education ([Secondary Level Mark Correction form](#)) and add it to the student's cumulative folder.
  - 4.4. Ensure the Credit Recovery teacher assesses the course work detailed in the Credit Recovery Plan.
  - 4.5. Ensure the Credit Recovery Plan is kept on file for five years, including three years after the student turns 22 years of age, as per Saskatchewan School Boards Association (SSBA) records retention guidelines.
  - 4.6. If a mark is changed after 30 days of the original course end date, complete and submit the *Secondary Level Mark Correction form*.
5. Central Office leaders shall:
  - 5.1. Keep records of attempts/plans of Credit Recovery (Coordinator: Learning Supports 9-12).
  - 5.2. Ensure Credit Recovery mark changes are completed within the Student Data System (SDS) by an authorized school official within 30 days of the original course end date or by using the [Secondary Level Mark Correction form](#) if completed after 30 days. (Coordinator: Student Information Systems).
6. The Ministry shall:
  - 6.1. Provide schools and school divisions with the authority to change a final mark records within 30 days of a course end date.
  - 6.2. Provide school and school divisions with the authority to change final marks submitted after 30 days of course end date with the Secondary Level Mark Corrections (Form 8) and required documentation; and,
  - 6.3. Audit credit recovery final mark submissions.

Reference: Saskatchewan Ministry of Education: Credit Recovery Policy (2023)  
Date Last Revised: November 2025