

## SECTION 5      AWARDING OF CREDIT

### 5.1    Course Sequencing and Conflicts

Course sequences and conflicts have been established to prevent students gaining credit for courses that have common curriculum outcomes to those already completed. Students cannot be awarded credit in both courses that are the English and French versions of the same course, or a pilot and prescribed version of the same course. In all cases, except mathematics, students cannot obtain credit for both the basic and academic courses in a particular subject area. See **Appendix IX** for details.

- Students cannot receive credit for both a regular and an enhanced (third digit 8) version of the same course.
- In cases where courses in conflict are successfully completed, credit will be awarded for the higher level course. (e.g., if a student completes Power and Energy 3201 and Power Mechanics 2103, the student will only receive credit for Power and Energy 3201)
- For conflicting courses that are completed at the same grade level, students will only receive credit for the course with the higher mark or the course which is deemed academic. (e.g., If a student receives credit for English 1202 and then proceeds to complete English 1201, s/he will only get credit for the academic course).
- Students are permitted to do the academic and applied levels in Mathematics, however to meet the graduation requirements, the four (4) credits must be from two different grade levels. (e.g., A student completes Mathematics 1201 and 1202, this will count as four (4) credits, but only two (2) will count toward the graduation requirement of four (4) credits for Mathematics.)
- Students successfully completing a pilot course cannot receive credit for its authorized counterpart.
- *En français* courses (i.e., courses with the third digit of 3, 4 and 5) are in conflict with their English counterparts.
- **When a student successfully completes a prescribed course after receiving credit for a type 6 modified version of the course, the student will lose credit for the modified course.**

### 5.2    Prerequisite Courses

To register for a higher level course without having obtained credit for the lower level course, a student must demonstrate that s/he has acquired the necessary prerequisite knowledge. It is strongly recommended that a student successfully complete the course(s) in column 1 prior to registering for the course(s) in column 2. In extenuating

circumstances the principal may override course prerequisites, the only exception is Mathematics. Mathematics 1201 must be completed before Mathematics 2200 or 2201. Similarly, Mathematics 2200 or 2201 must be completed before Mathematics 3200 or 3201. Mathematics 1202 must be completed before 2202 or 3202. See **Appendix IX** for details.

### 5.3 Independent Study

The Department of Education and Early Childhood Development recognizes that due to scheduling issues, students may occasionally have to take a course outside of scheduled classroom time. **(See Independent Study Guidelines - Appendix X).**

In any independent study situation, the student must demonstrate knowledge and skill in a manner equivalent to that required of a student studying the course through regular classroom instruction.

**Under no circumstances can a student challenge a course for credit by simply writing a comprehensive exam. A student engaged in independent study must be evaluated on an ongoing basis by an assigned teacher throughout the school year.**

### 5.4 Transferring of Credit

#### Courses or Credits from Other Jurisdictions

Students may receive credit in the Newfoundland and Labrador senior high school program (grades 10 – 12) for the following certified studies if they were successfully completed in other educational institutions or jurisdictions:

- a high school program in other provinces/territories
- a high school program in other countries

Credit will only be awarded if an official copy of the appropriate certification is provided as evidence of achievement.

Registered Newfoundland and Labrador students who attend school in other provinces for a significant portion of the school year and return to the Newfoundland and Labrador system may apply for transfer of credits. **Credit will not be transferred for courses completed by students through virtual schools in other jurisdictions while they are also enrolled in a high school program in Newfoundland and Labrador.**

#### Procedure to Transfer Credits

1. Students planning to transfer credits to a school in Newfoundland and Labrador high school system can contact a school directly. The school, on the student's behalf, can provide the required documents to the High School Certification office at the Department of Education and Early Childhood Development.

**The only exception to this pertains to students that are recruited from other jurisdictions by a company or organization.** These students need to follow the guidelines outlined in section 2 below.

The following documentation is required by the High School Certification office to transfer credits to the Newfoundland and Labrador high school system:

- **Official certified transcripts** of final results in all courses or examinations for which transfer of credit is being requested. Transfers cannot be completed without official certified documentation.
- The pertinent program of studies or course catalogue containing detailed descriptions of the courses and program completed outside of Canada.

All documentation must be in the English language. Any translation must be completed by a certified translator and cannot be done by either the student or an immediate family member.

Some requests may be made to the High School Certification office prior to a student's reporting to a school. The student or parent making the request must indicate the school of intended admission and must provide all of the necessary student information for registration.

While requests for the transfer of credit may be reviewed and tentatively evaluated in advance, such transfer credits awarded are conditional upon the student's ultimate achievement of credits directly in the Newfoundland and Labrador high school system. **The department reserves the right to change, delete or modify credits awarded.**

When a student reports to a school for enrolment, the school will make a tentative evaluation of the transcript to permit immediate placement of the student accordingly. The student's courses may change once the transfer of credit process is completed. **This does not apply to students recruited from other jurisdictions by a company or organization.** These students need to follow the guidelines in section 2 below.

2. Companies or organizations or their affiliates that recruit students from other jurisdictions to attend Newfoundland and Labrador high schools must deal directly with the High School Certification office of the Department of Education and Early Childhood Development. The following documentation is required:

- **Official certified transcripts** of final results in all courses or examinations for which transfer of credit is being requested. Transfers cannot be completed without official certified documentation. Documents emailed or faxed will not be accepted.

- The pertinent program of studies or course catalogue containing detailed descriptions of the courses and program completed outside of Canada.

All documentation must be in the English language. Any translation must be completed by a certified translator and cannot be done by either the student or an immediate family member.

Documentation must be received by the High School Certification office of the Department of Education and Early Childhood Development at least **one month** prior to the student attending a school in Newfoundland and Labrador.

While requests for the transfer of credit may be reviewed and tentatively evaluated in advance, such transfer credits awarded are conditional upon the student's ultimate achievement of credits directly in the Newfoundland and Labrador high school system. **The Department reserves the right to change, delete or modify credits awarded.**

#### **Please Note:**

- When courses are transferred into the senior high school certification system from out-of-province, students are awarded course credits, but marks are not transferred.
- Students who transfer from outside the province must attain at least five Level III credits in the provincial senior high school program in order to receive a Newfoundland and Labrador graduation certificate.
- The Department of Education and Early Childhood Development does recognize credentials obtained by students from some national organizations outside the regular school system for the purpose of awarding credit in the senior high school program (see Appendix XI in the High School Certification Handbook [http://www.ed.gov.nl.ca/edu/k12/high\\_school\\_cert.html](http://www.ed.gov.nl.ca/edu/k12/high_school_cert.html)).
- With **prior approval** from the Manager of Evaluation, credits attained in the Adult Basic Education program or from a post-secondary program, which are deemed equivalent to high school credit courses, can be transferred back into the high school certification system and combined with the regular high school program (**see Section 7.6**).

#### **Interpret Transfer Course Codes**

Transfer credits contain a 9 as the second last digit of the course code. The student's transcript will not contain a mark but represented by \*\*\* and receive the code Y – credit awarded for equivalent studies completed elsewhere.

If the course transferred is deemed equivalent to a Newfoundland and Labrador course, the course code will remain the same as prescribed courses but the 9 will appear as the second last digit.

#### Examples of course codes

<b>Prescribed Course Code</b>	<b>Transfer Code</b>
English 941201	941291
English 941202	941292
English 942201	941291
English 942202	941292
Mathematics 591201	591291
Mathematics 591202	591292
Mathematics 592200	592290
Mathematics 592201	592291
Mathematics 592202	592292
Science 641206	641296
Biology 642201	642291
Chemistry 642202	642292
Physics 642204	642294

There are many courses, completed by students, that are similar to but not the same as the course offered in Newfoundland and Labrador. These courses will receive numbers different from the prescribed course but will be applied to meet the graduation requirements, if applicable.

#### Examples of Social Studies Codes

<b>Transfer Code</b>	<b>NL equivalent</b>
151199	World Studies
151295	Any Other Subject
151296	Any Other Subject
151299	Any Other Subject
152199	Any Other Subject
152292	Any Other Subject
152295	Any Other Subject
152299	Any Other Subject
152199	Any Other Subject
153199	Any Other Subject
153296	Any Other Subject
153299	Any Other Subject

## 5.5 Credit Rescue and Recovery

All students are eligible to participate in credit rescue and recovery programs that are offered by their schools. Participation in these programs must be agreed upon by the student, parents/guardians and the school.

### Credit Rescue

Credit Rescue is an intensive intervention intended to support a student whom the subject teacher has identified as being at risk of failing a course. It involves the subject teacher providing opportunities for the student to demonstrate achievement of course expectations beyond the deadline for submission of assignments, prior to the formal exam period. This can be in the form of extension of deadlines, extra teaching support, and/or supplemental assignments.

It is recommended that a Credit Rescue Learning Plan, which addresses the individual needs of a student, be collaboratively developed by all stakeholders.

While Credit Rescue may involve independent work on the part of the student, it is not an independent study program. Students interested in the independent study option for completing a high school course should consult the regulations in the appropriate section of this manual.

### Credit Recovery

Credit Recovery is available to a student who has either already failed a course or who has arranged to continue to work on the requirements to earn credit for that course beyond the end of the formal semester/year.

It is recommended that a Credit Recovery Learning plan be developed by the subject teacher for students undertaking credit recovery. This plan will include attendance and workload expectation, how units to be recovered will be identified, which units of instruction will be recovered, whether a culminating activity/task will be required, and how a final percentage mark will be determined. The percentage mark may be based solely on performance in the credit recovery program or may include results from the initial course and/or measures of prior learning.

Students may work on recovering more than one credit concurrently through the credit recovery process. There is no limit on the number of credits a student may recover.

Students may only recover the credit of the actual course failed; they may not use credit recovery to earn credit for a course of a different type, grade, or level in the same subject or for a course that they have neither taken nor failed.

Students who withdraw from a course (i.e. do not complete the course and therefore do not receive a final mark) are not eligible to recover it through the credit recovery process.

**Under no circumstances is Credit Recovery an option for Public Exam courses.**

Students who are unsuccessful in a public exam course and who wish to obtain credits for that course may do so in one of two ways:

1. Write the appropriate supplementary examination, or
2. Re-register and retake the course.

For information on submission of marks for students who successfully complete Credit Recovery programs, see Section 4.3 (e).