

 <p>DIVISION SCOLAIRE <b>LOUIS RIEL</b> SCHOOL DIVISION</p>	<p><b>Challenge for Credit Option Process</b></p>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting <a href="#">Policy IGCC</a></p>

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DIVISION SCOLAIRE

**LOUIS RIEL**

SCHOOL DIVISION

**HANDBOOK FOR  
PARENTS / GUARDIANS /  
STUDENTS  
CONSIDERING THE  
CHALLENGE FOR CREDIT  
OPTION IN  
GRADES 9-12**

## **Background**

In the spring of 2002, the Manitoba Education informed all Manitoba School Divisions that students in the Grades 9-12 could challenge provincial courses for credit towards high school graduation.

The intent of this action by the Department was to recognize that, in **exceptional** circumstances, a student may have acquired the prerequisite knowledge, skills, and attitudes of a particular course prior to taking that course. In that case, students, having demonstrated that they have achieved the learning outcomes of a course as defined in the Manitoba Curriculum for a course, could earn a mark and a credit for that course without formally taking the course in the regular classroom setting.

This handbook sets out the process by which a student may choose to access this Challenge for Credit Option (CCO) in the Louis Riel School Division.

## **Who Can Challenge for Credit**

According to the information supplied by the Manitoba Education and accepted by the Louis Riel School Division, the Challenge for Credit Option is intended to meet the needs of the following categories of students:

- Students transferring into a Manitoba school from another jurisdiction whose placement in a subject/grade would be facilitated by such a provision;
- Students whose educational attendance has been interrupted due to sickness or other reasons and who may be able to successfully challenge the outcomes of a particular subject area, in which they were previously unable to enrol;
- Students who were previously home schooled;
- Students who are considered exceptional achievers in a certain area;
- Students who can demonstrate that they have met course requirements through life experiences such as independent study, world of work, volunteer activities, and hobbies.

Students qualifying under one or more of these categories may wish to apply for a course challenge for credit. The following criteria will apply.

## **Considerations / Conditions**

In order to proceed to the application process for the Challenge for Credit Option, students need to be aware of the following considerations and conditions:

1. This Challenge for Credit Option is only available to students who are registered (enrolled) in the Louis Riel School Division in Grades 9-12.
2. Only courses provincially developed and currently offered in the Louis Riel School Division may be challenged.
3. A student may only attempt a particular course challenge once.
4. Only students who have not completed the course through previous enrolment are eligible to challenge for credit.
5. Approved applicants must complete any provincially mandated assessment for the course, if applicable.

6. A student may challenge up to one course per academic year.
7. The requirements for a Challenge for Credit Option shall not be any more stringent or demanding those for regular instruction. The passing grade shall be the same as for the course if taken by regular instruction.
8. The parent/guardian and student shall not be assessed any fees for the administration and evaluation of the challenge.
9. A student who challenges a course either successfully or unsuccessfully, may subsequently choose to apply to take the course in the regular school program.
10. A student who successfully challenges a course for credit will receive a final percentage mark and the corresponding single or half credit for that course. This shall be recorded in the student's cumulative file, reported to Manitoba Education, and identified with a "Challenge for Credit Option" notation.

### **Application Process**

The student, parents and guardians must strictly adhere to the application process outlined below. Deadlines are final and no late applications will be processed.

1. The applicant must submit the following completed forms by the required date:
  - a) Challenge for Credit Option Application: Notice of Intent to Challenge (Section C)
  - b) Challenge for Credit Option Application: Demonstration of Readiness (Section D)
2. The applicant must provide reasonable evidence that they are capable of completing the challenge successfully.
3. The school principal will convene a review panel composed of:
  - the principal and/or vice-principal of the school
  - a certified teacher who has taught the course
  - a student services teacher
  - a representative of the Superintendent's Department
4. The panel will review the application to determine whether or not the student will be approved or denied the opportunity to pursue a challenge in the selected course.
5. If the application is approved, the applicant and the review panel will set out the assessment strategies and expectations to be undertaken in order for the challenge to be successfully completed. (See Section E.)
6. If the application is not approved, the applicant may re-apply at the next appropriate challenge period.
7. Assessment strategies may include some or all of the following:
  - formal tests, written assignments, final exams, portfolios
  - demonstrations, lab work, research work
  - oral examinations, simulations
  - practical applications of course content

Note: Some assessment strategies will lend themselves more practically to some courses than others. The teacher(s) assigned to assess the course challenged will determine the most appropriate assessment strategies to be used.

8. There will be written communication to the applicant and their parents/guardians throughout the Challenge for Credit Option process, copies of which will be placed in the student's cumulative file:
  - how to apply – forms, dates
  - receipt of application
  - success of application
  - assessment strategies to be applied
  - success/failure of challenge
  - credit notification

### **Additional Information**

1. The deadline date for submission of Challenge for Credit Option Application: Notice of Intent to Challenge for Credit is March 31.
2. The deadline date for submission of Challenge for Credit Option Application: Demonstration of Readiness is April 30.
3. Heritage Language Credits are not a part of the Challenge for Credit Option process. These credits can be obtained through the current provincial guidelines.

For clarification of the content of this handbook, contact your high school principal.



## CHALLENGE FOR CREDIT APPLICATION PROCESS

1. The school principal will convene a review panel composed of:
  - the Principal and/or Vice-Principal of the school
  - a certified teacher who has taught the course
  - a Student Services teacher
  - a representative of the Superintendent's Department
2. The student must be able to satisfy the review panel that they have a reasonable chance of a successful challenge. This can be demonstrated by:
  - the information supplied on the required forms
  - oral presentations
  - written submissions
  - references
  - interviews
3. The panel will review the application to determine whether or not the student will be approved or denied the opportunity to pursue a challenge in a selected course.
4. The parent/guardian and the student shall be informed in writing of the success of the application.
5. In the event the application is denied, the student may re-apply the following year.
6. In the event the application is approved, the review panel shall set out expectations with which the student must comply in order to complete a successful challenge for the selected course. It is the responsibility of the review panel to determine if the requirements have been successfully completed.
7. The principal will place in the student's cumulative file:
  - The Challenge for Credit Option Application—Notice of Intent to Challenge for Credit (Section C)
  - The Challenge for Credit Option Application—Demonstration of Readiness (Section D)
  - A copy of the written response detailing the panel's decision
8. Where an application to challenge for credit is approved and the applicant successfully completes all requirements, the Principal shall be responsible to:
  - enter the mark and corresponding credit or half credit with a "Challenge for Credit Option" notation in the student's cumulative file and on official transcripts
  - inform Manitoba Education



**CHALLENGE FOR CREDIT OPTION APPLICATION:  
Notice of Intent to Challenge for Credit**

(This form must be submitted to the school principal no later than **March 31** for any given school year.)

I have read and understood the attached policies regarding Challenge for Credit Option. I understand that my son/daughter/ward is prepared to demonstrate his/her acquisition of the course learning outcomes for: (e.g., Applied Mathematics 30S) \_\_\_\_\_

I am aware that the Challenge for Credit Option will count for 100% of the final mark for the course he/she is challenging. Where applicable, this mark will include the result of any provincially mandated assessment.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

M.E.T. #: \_\_\_\_\_ Student #: \_\_\_\_\_

Course to be challenged: \_\_\_\_\_

Previous courses taken in this subject area:

Course	Teacher/School/Organization	Mark/Standing

**Reasons for the Challenge for Credit Option request:** (To be completed by the student)

Please comment on the following:

- How will the course credit help you to fulfil your educational goals?
- What are your special interests and skills related to this course?
- How are you planning to demonstrate that you have already acquired the knowledge, skills and attitudes of this particular course?

*(Use the reverse side of this form for your response)*





Student's Signature



### CHALLENGE FOR CREDIT OPTION APPLICATION:

#### Demonstration of Readiness

(This form must be co-signed by the student and the parent/guardian and submitted no later than **April 30.**)

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

M.E.T. No.: \_\_\_\_\_ Student No.: \_\_\_\_\_

I wish to Challenge for Credit for the following course:

Course Title	Course Grade/Level	Course Code

I am submitting the following as evidence of my readiness to Challenge for Credit this course: *(Check all applicable sections.)*

<input type="checkbox"/>	Letter(s) of recommendation from teacher(s) familiar with the course learning outcomes
<input type="checkbox"/>	Letter(s) of recommendation from member(s) of the community *
<input type="checkbox"/>	A portfolio of relevant work
<input type="checkbox"/>	Proof of successful relevant experience
<input type="checkbox"/>	Proof of independent learning in a relevant area
<input type="checkbox"/>	Sample of relevant work
<input type="checkbox"/>	Proof of relevant prior learning from another educational jurisdiction
<input type="checkbox"/>	Proof of successful completion of courses
<input type="checkbox"/>	Other

\*Note: At least one of the references must come from a person with recognized expertise in the area of challenge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>For office use only:</b></p> <p>Date application received: _____</p> <p>Date Challenge for Credit Option completed: _____</p> <p>Date Final Grade Awarded: _____</p> <p>Date Mark / Credit recorded: _____</p>
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## ROLE OF THE APPLICANT'S SCHOOL

1. The school will accept Notice of Intent to Challenge for Credit forms from registered students until March 31 of any given school year.
2. The review panel shall establish the timeframe for the following:
  - The dates for the and notification of acceptance/denial of applications.
  - The assessment strategy expectations and the time frame for completion.
  - The date by which notification of the success or failure of the challenge will be made.
3. The Principal shall be responsible to enter the mark and credit on the student's cumulative record and inform Manitoba Education of the earned credit. The credit shall be identified with a Challenge for Credit Option notation in the student's cumulative file and on official transcripts.
4. The review panel shall develop the weighting to be assigned to:
  - The assessment strategies to be completed.  
(Provincially mandated assessments, if applicable, will have predetermined percentage value.)
5. The minimum passing grade for a Challenge for Credit Option shall be the same as for the course if taken in the regular program.
6. The assessment strategies shall take into account the nature of the course being challenged and those which are most appropriate for that course (essays, lab work, demonstrations, oral presentations, etc.). They will be determined by the review panel.
7. The school shall use the Assessment Strategies Report Form: Final Report to record how the final mark/credit was determined (Section F).
8. Upon request, the school shall make available to the student the curricula and textbooks relating to the course being challenged.



**CHALLENGE FOR CREDIT OPTION APPLICATION**  
**Assessment Strategies Used**  
**Final Report Form**

Student: \_\_\_\_\_

M.E.T. No. \_\_\_\_\_ Student N°: \_\_\_\_\_

Course / Subject Challenged: \_\_\_\_\_

Assessment Strategy	Date Completed	Level of Achievement

Percentage Grade \_\_\_\_\_

**Signatures:**

Subject Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Assistant Superintendent  
Parent/Guardian  
Student