

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	200 – INSTRUCTIONAL PROGRAMS & MATERIALS	CODE:	AP 219
PROCEDURE:	COURSE CHALLENGE		

BACKGROUND

Christ the Teacher Catholic Schools recognizes that some students are able to demonstrate a high level of achievement of the learning outcomes of a particular course without spending the required hours enrolled in the course. The intention is to allow students to challenge a course and to demonstrate the course requirements through a rigorous and comprehensive challenge process, in order to move on to further learning. To accommodate this, the Ministry of Education has developed a process for challenging courses for credit. Using this process, a maximum of two (2) course challenge credits may be attained at the 10 or 20 level.

PROCEDURES

1. In keeping with provincial guidelines, the following restrictions apply:
 - 1.1 To challenge a course, the student must be enrolled in the Division.
 - 1.2 Students registered in home-based education with the Division may challenge a course only if they are using the twenty-four (24) credit option for graduation.
 - 1.3 Only provincially-developed courses at the 10 and 20 level may be challenged.
 - 1.4 Each student may challenge a maximum of two (2) courses.
2. General Requirements
 - 2.1 Students requesting to challenge a course shall be provided with the Government of Saskatchewan [*Intent to Challenge Course Form*](#) and an outline of the course challenge process..
 - 2.2 The Principal must complete and submit the [*Intent to Challenge Course Form*](#) to the Director of Education for approval.
 - 2.3 A variety of assessment techniques that measure the level of student attainment of course objectives shall be included in the course challenge process.

- 2.4 Students shall attain a minimum of eighty percent (80%) through the course challenge process in order to be granted credit. The percentage mark attained will be recorded on the student's transcript.
- 2.5 Students who are not successful in the course challenge process shall not be allowed to challenge the same course a second time. In order to receive a credit for the course, these students will be required to register in and successfully complete the course.
- 2.6 The school shall administer the course challenge process within provincial policy, procedures and guidelines and Division procedures and guidelines.
- 2.7 The supporting documents for a course challenge credit include:
 - a. Division course challenge policy;
 - b. [Intent to Challenge Course](#) form; and,
 - c. [Secondary Level Mark Correction](#) form.

Reference: Sections 85, 87, 108, 109, 168, 169, 170, 175, 231 Education Act

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