

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	Pages
NO. 401 CHALLENGE FOR CREDIT	June 17, 1997	July 30, 2002	6

It is the policy of the Tri-County Regional Centre for Education to implement the Nova Scotia Department of Education's Challenge for Credit program as outlined by the Department.

PROCEDURE Under Policy 401

1. Students are responsible for initiating the Challenge for Credit and shall provide adequate and acceptable documentation to support their claim for credit. The student shall make application to the school guidance counselor no later than March 31 of each school year.
2. Students must be eligible for a total of six (6) credits towards a high school graduation diploma, and no more than 2 credits at each grade level will qualify. Adequate and acceptable documentation shall include but not necessarily be limited to: records of participation, evidence they have successfully participated in the activity, evidence of the length of involvement in the activity, portfolio or journal of relevant activities, and the written support of at least one person with expertise in the area and who is acceptable to the school.

The student is also encouraged to present additional documentation that they consider relevant to the course.

3. Application to the school guidance counselor shall be made on the form Application for Challenge for Credit, Tri-County Regional Centre for Education, (see **Appendix A**). The school guidance counselor shall review the application with the student prior to presentation to the school principal or designate.
4. The principal shall review the application with the student and the guidance counselor and may
 - (a) Approve the student application;
 - (b) Recommend that the application be redeveloped for future consideration;
 - (c) Deny the application as it does not conform to learning outcomes as defined in the Public School Programs and the curriculum guide for a directly related course.

When an application is denied, the student may request *a review* through the school principal to the Regional Executive Director of Education or designate.



PROCEDURE Under Policy 401 Cont'd
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The school principal is responsible to file all granted applications with the appropriate Coordinator within 7 days of approval being given.

5. The Coordinator shall maintain an active registry of approved Challenge of Credit applications. The Coordinator shall provide periodic updates to the Regional Executive Director of Education and the Education Committee of the Tri-County Regional Centre for Education.
6. For the purposes of this policy, the appropriate coordinators shall have responsibility for Challenge for Credit.



Appendix A

TRI-COUNTY REGIONAL CENTRE FOR EDUCATION

APPLICATION FOR CHALLENGE FOR CREDIT

Student's name: _____ School: _____

Name of course: _____ Grade Level: _____ Credit type: _____

Date of application: _____

RATIONALE:

What are the learning goals and needs that have been met?

SUMMARY:

Please provide an overview of educational experiences.

.../2

APPLICATION FOR CHALLENGE FOR CREDIT (cont'd)**Page 2 of application****Presentation Outline****1. Learning Outcomes:**

What did you learn as a result of your experiences? (Please list these outcomes.)

2. Relationship to Essential Graduation Learnings:

In what ways did your program help you to develop the essential graduation learnings (aesthetic expression, citizenship, communications, personal development, problem solving, technological competence)?

3. Course/Program Content and Organization:

Please include or attach timelines/portfolio/journal if available.



Appendix A (cont'd)

APPLICATION FOR CHALLENGE FOR CREDIT (cont'd)
Page 3 of application

4. Learning Resources:

What resources did you use? (Materials, technologies, human and community resources)

DETAILED LEARNING AND ASSESSMENT OVERVIEW

1. Learning Experiences:

Please provide details of learning experiences and activities undertaken.

2. Assessment and Evaluation:

What strategies have you used to assess your learning and performance? How can you demonstrate what you know and are able to do as a result of your work?



Appendix A (cont'd)

APPLICATION FOR CHALLENGE FOR CREDIT (cont'd)

Page 4 of application

Letter of Support: Please attach a letter of support from at least one person with expertise in this area that can support your claim for credit.

Student's Comments:

Please explain why you feel you should qualify for a high school credit under Challenge for Credit.