



CREDIT RECOVERY PROCEDURES MANUAL

TABLE OF CONTENTS

CREDIT RECOVERY (CR) DEFINITION	2
CR ELIGIBILITY	2
CR PROCEDURES	2
WRITTEN APPLICATION	2
CR COURSE CONTENT REQUIREMENTS	3
CR PROCESS	3
CR GRADES	4
SAMPLE CREDIT RECOVERY APPLICATION	5



CREDIT RECOVERY (CR) DEFINITION

As defined by State Board of Education High School Policy 2.103, “Credit recovery is a course-specific, standards-based extended learning opportunity for students who have previously been unsuccessful in mastering the standards required to receive course credit or earn promotion. Credit recovery programs, in general, have a primary focus of helping students stay in school and graduate on time.

CR ELIGIBILITY

1. Students must have earned a failing grade of 50% or higher in the original attempt to pass the course in order to be eligible for CR consideration. If students are eligible to recover courses that required an end-of-course assessment on the original attempt, the student does not have to retake the end-of-course assessment if he/she is eligible to recover the credit through CR.
2. Students who earned a failing grade below 50% are ineligible for CR and must retake the course, which includes retaking any required standardized tests aligned to the course such as end-of-course assessments in Algebra I, Algebra 2, Biology, English 9, English 10, Geometry, and U.S. History.

CR PROCEDURES

WRITTEN APPLICATION

1. Students must complete a written application to be eligible for CR consideration.
2. The application should be turned in to the school principal.
3. The application must include the following:
 - a. School
 - b. Student's name
 - c. Student's date of birth
 - d. Application date
 - e. Course failed with final grade for each course failed and teacher of record
 - f. Disclaimer for NCAA Clearinghouse and some postsecondary institutions not accepting CR credits



- g. Disclaimer that CR will be notated on the student's transcript
 - h. Parent/Guardian's signature
 - i. Student's Signature
 - j. Principal's Signature (or his/her designee)
4. The school principal or his/her designee is responsible for approving/denying the application.
- a. If the CR application is approved, the school principal or his/her designee will assign a CR administrator to oversee the student's credit recovery action plan, day-to-day oversight, and facilitation of the CR action plan.
 - b. If the CR application is denied, the school principal or his/her designee will notify the student and guardian in writing of the decision.
5. The written application, approval/denial, and any CR action plans will be maintained in the student's permanent record.

CR COURSE CONTENT REQUIREMENTS

1. The course content required for successful completion of the CR plan may include:
 - a. Additional coursework to satisfy content requirements
 - b. Selected readings in the content area
 - c. Projects
 - d. Research papers
 - e. Individualized assignments
 - f. Content delivered through instructional technology
2. CR content and curriculum shall align with current Tennessee Curriculum Standards.

CR PROCESS

1. When an application is approved, the assigned CR administrator will do one of the following:
 - a. Contact the teacher who recorded the failing grade in the original course to establish a minimum level of course work required to earn credit for the course. Content must follow CR Course Content Requirements; **OR**



- b. Use the prescriptive program with GradPoint to diagnose the student's achievement gaps for the course.
2. The CR administrator will assign an endorsed, certified teacher to work with the student during the CR process to collaborate with the CR administrator in developing an action plan for the student to recover the credit. .
3. The assigned teacher will ensure that the course goals listed in the action plan are consistent with the identified student needs and course requirements.
4. When the student has successfully completed the CR action plan and all course requirements to recover the credit as determined by the assigned teacher and CR administrator, the CR administrator will provide the student's counselor with a copy of the CR written application, action plan, and credit earned.

CR GRADES

1. Students who successfully complete the CR action plan and earn course credit will receive a grade of sixty percent (60%) D as reflected in the updated Tennessee State Board of Education Policy: Uniform Grading Scale for 2022-2023. Prior to the 2022-2023 school year, students received a grade of seventy percent (70%) D as reflected in the Tennessee State Board of Education Policy: Uniform Grading Scale.
2. The student transcript shall denote that the credit was attained through credit recovery.
 - a. School counselors should add this to the transcript by putting a CR in front of the recovered course (i.e. CR English 11).
 - b. The credit recovery grade must factor into the student GPA.
 - c. The final credit recovery grade shall be posted under the name of the original teacher of record.
3. The original failing grade will be listed on the student's transcript, but the grade shall not factor into the student's GPA in accordance with State Board of Education Uniform Grading Policy 3.301.



SAMPLE CREDIT RECOVERY APPLICATION

School: _____ Date: _____

Student Name: _____ DOB: _____

Course Failed: _____ Semester: _____

Teacher of Record: _____ Failed Grade: _____

Notices: Parent/Guardian & Student must initial each item.

- Not all postsecondary institutions accept credit recovery courses. _____/_____
- The NCAA Clearinghouse will not accept credit recovery courses. _____/_____
- CR courses will be notated on the students transcript as CR. _____/_____
- The highest grade a student can earn is a 60 D. _____/_____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal/Designee Signature: _____ Date: _____

____ Approved _____ Denied

Credit Recovery Administrator: _____

Action Plan - Attached

Successful Completion: Fall Spring Course: _____

Credit Earned: _____