University Schools

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in November	**Credit Recovery**	**4.210**	**June 2025**
		Rescinds: **409**	Issued:

General[1]

Credit Recovery is designed to provide students an opportunity to recoup credit needed for graduation. University Schools provides Credit Recovery as self-paced online courses that meet the Tennessee Standards for course credit.

The Director of Schools, or their designee, shall ensure that credit recovery facilitators receive training regarding course organization, online instruction management, and related technology.

Credit recovery teachers shall comply with all State Board of Education certification requirements.[1]

ADMISSION AND REMOVAL[2]

No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

1. The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parent(s)/guardian(s) shall be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and
2. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until he/she has enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

The Board shall track students enrolled in credit recovery courses as directed by the Tennessee Department of Education.

INSTRUCTION AND CONTENT[2]

Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content and instruction.

The Director of Schools or their designee shall ensure that all credit recovery courses:

1. Align with Tennessee's current academic standards for the relevant course content area, as approved by the State Board of Education; and
2. Differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course data.

Students in credit recovery programs shall:

1. Complete a course skill-specific diagnostic to determine skill-specific goals;
2. Meet individual skill‑specific goals in a flexible time frame as established by identified student need; and
3. Master all individualized skill‑specific goals as established by the diagnostic process in order to earn credit.

GRADES[2]

Students passing credit recovery shall receive a grade of sixty percent (60%) under the state uniform grading system. If the district utilizes a locally-adopted grading scale that differs from the uniform grading scale, a student passing credit recovery shall receive a D.[3]

Eligibility - must meet all criteria

- Students who are repeating a failed course with a minimum average of 50%.
- Students who are deficient in credit to progress to the next grade level, or to graduate on time and who cannot obtain said credits during the regular school day during the school year.
- Students who have not been classified as Truant (10 unexcused absences or 15 total absences) during the current term.

Requirement/Procedures

- Tuition, not to exceed the current tuition amount for summer school, may be charged for Credit Recovery offered outside the school day.
- No more than two (2) absences from sessions (absences during the summer will require "make up" time.) Appropriate conduct during session time, including adequate progress toward completion.
- No more than three (3) attempts to pass any single test.

- Students may apply a maximum of four (4) credits through Credit Recovery toward graduation.
- Credit Recovery may only be taken at the student's base school during the school year.
- Any course taken through Credit Recovery will be honored in any district school. This includes transfers prior to in completion of the course.
- Successful completion of Credit Recovery will be recorded as an additional entry on the transcript with a 70 being listed as the semester average with a Credit Recovery designation. The original failing grade remains on the transcript.
- Priority for available seats will be given to seniors needing credit to graduate.

Legal References

1. State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(12)
2. State Board of Education Policy 2.103
3. State Board of Education Policy 3.301