



MEMORANDUM TO: Directors of Education
Supervisory Officers of School Authorities
Principals of Private Schools

FROM: Richard Franz
Assistant Deputy Minister (Acting)
Student Achievement Division

Janine Griffore
Assistant Deputy Minister
French-Language, Aboriginal Learning & Research Division

DATE: February 24, 2016

SUBJECT: Summer School “Upgrading” Courses

We are writing to clarify the existing policy concerning summer school credit courses offered to students retaking a credit course which they have already passed, commonly referred to by some school boards as “upgrading” courses.

If a student has passed a credit course and wishes to retake it during the regular academic year to upgrade his or her mark, the student is required to take a 110 hour course. This same policy applies if the student is retaking the course through summer school. As outlined in Ontario Schools, <http://www.edu.gov.on.ca/eng/document/policy/os/index.html>, p. 84, “Summer school credit courses must fulfil the same credit requirements as courses offered during the regular school year, including the requirement that each one credit course be scheduled for 110 hours.”

This policy ensures that a student in summer school has covered the material needed to warrant the upgraded mark. It is also fairer to students applying for postsecondary entrance.

Note that the 110 hour requirement for students retaking a course they have already passed is unlike credit recovery, where a student has failed a course and the time involved in recovering the credit is related to the expectations needing to be met. This would normally be less than 110 hours. Credit Recovery courses, as defined in Section

7.5.1 of *Ontario Schools* (OS), are part of the overall student success initiative, which is limited to publicly funded school boards in Ontario.

We trust that you will make full efforts to align your summer 2016 offerings.

Please share this information with your school principals and other staff members as you deem appropriate.



Richard Franz
Assistant Deputy Minister (Acting)
Student Achievement Division



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French Language, Aboriginal Learning
and Research Division

c: Steven Reid, Director, Field Services Branch, Ministry of Education