Administrative Procedure		
Special Project		
	Department:	**Student Programs**
	Approved by:	**Leadership Council**
	Date Approved:	**February 5, 2024**
	Revision Date(s):	**June 1, 2026**
	Review Date:	
	External References • *The Education Act, 1995* • Registrar's Handbook for School Administrators • Ministry of Education Special Project Credit Policy and Procedures 2025 to 2027 • Ministry of Education Dual Credit Policy	
	Internal References • Appendix A: Special Project Roles and Responsibilities • Appendix B: Special Project Credits - Questions and Answers • Form – Special Project Proposal Template • Form – Special Project Credit Student Log • Special Project Credit Internal Process • Dual Credit – AP 206 • Locally Developed Courses – AP 210	

Purpose

- This administrative procedure establishes guidelines for students enrolled at Saskatchewan Distance Learning Centre (Sask DLC) to apply for and receive credit for special projects that align with the educational objectives and standards of Sask DLC.

Scope

- This administrative procedure applies to all students enrolled with Sask DLC who seek credit for projects beyond the standard curriculum. It covers the criteria, application process, and assessment of special projects for credit consideration.

Policy Statement

- Sask DLC acknowledges the value of experiential and project-based learning beyond traditional coursework.
- To meet the credit requirements for graduation, the Ministry of Education (ministry) recognizes three Special Project Credits per student for out-of-school initiatives based on work proposed and completed by an individual student. The Special Project Credit(s) shall be named Special Project 10 (SPC 10), Special Project 20 (SPC 20) or Special Project 30 (SPC 30) and may be used to fulfill elective requirements for graduation. Students must complete the credit(s) during grades 10-12.
- Granting credit for approved out-of-school initiatives recognizes student achievement in areas outside of the regular Secondary Level program. It encourages students to be involved in the

selection, planning, and organization of their own programs. While students may use programs currently in place (i.e., Cadet Training, post-secondary courses) to develop their personal learning proposal, it is recommended that the proposal(s) be developed to meet the needs and interests of the individual student.

- Credit recognition for Royal Conservatory of Music should not be awarded through the use of Special Project, but rather as a Dual Credit.
- Special Projects are not to be submitted in lieu of dual credit courses.

Procedures

1. Sask DLC will administer the Special Project Credit process in accordance with the ministry guidelines and Sask DLC administrative procedures.
2. Eligibility for Special Project Credits:
   a) Students must be full-time Sask DLC students to engage in a Special Project Credit.
   b) SK Regular Students: Students who are enrolled in a SK Regular Diploma (24 credits) may complete SPC 10, 20, and 30 as elective credits, subject to standard approval and supervision requirements. SPC credits may be used to fulfill elective requirements but do not replace compulsory credits.
   c) Adult 12 and SK Adult 12 Students: Students who earned a SPC 30 credit before enrolling in an Adult 12 program may apply that credit toward their Adult 12 credit requirements, in accordance with program rules and credit transfer policies.
   d) Adult 12 and SK Adult 12 Students — Restrictions: Students who did not earn a SPC 30 credit prior to enrolling in an Adult 12 program are not eligible to enroll in or complete a Special Credit Project for the purpose of applying it toward SK Adult 12 or Adult 12 credit requirements. This restriction ensures program integrity and alignment with SK Adult 12 and Adult 12 credit requirements.
   e) The Special Project Credit must be initiated and completed while the student is registered at Sask DLC. Sask DLC will not accept Special Project Credit projects that have been partially completed at another educational organization for continuation or completion at Sask DLC.
3. To enroll in a Special Project Credit, students are required to submit a personalized learning plan to their Campus Administrator using the Special Project Proposal Template.
4. The Special Project Proposal Template must be completed and approved by the Campus Administrator and the Superintendent of Student Programming or designate before commencing the project.
5. Special projects must be personalized learning by a single student.
6. Special projects are to be undertaken and completed outside of the regular school program.
7. Special projects are not meant to be delivered by a teacher to a group of students. However, each Special Project Credit requires the supervision of a teacher. A project can be undertaken with the assistance of a community mentor who has expertise in the project area.

8. Special projects require a minimum of 100 hours of work.
9. Campus Administrators will coordinate and monitor special projects as appropriate.
10. Monitoring the project ensures the student has a meaningful and appropriate learning experience while ensuring the mentor fulfills their responsibilities. It is highly recommended that the supervising teacher make contact with both the project mentor and student at least three (3) times throughout the duration of the project.
11. The supervising teacher will provide the mentor for special projects with an information package containing materials such as the expectations of the mentor/supervisor, project proposal, student log sheet, timelines/calendar and any other relevant information.
12. Sask DLC shall establish procedures to communicate to parents/guardians and students the availability, administrative procedures or policies, and requirements for credit attainment for special projects.
13. All special project credits are to be submitted to the ministry using Form 8.1 Secondary Level Non-Academic Courses – New Mark Addition, accompanied by a copy of the student's completed Special Project Proposal. Sask DLC L1 will submit the form via HEAT.
14. Sask DLC shall retain a copy of each Special Project Proposal in the Student Cumulative Record file for at least five (5) years and all proposals are subject to audit by the ministry.

Appendix A: Special Project Roles and Responsibilities		
	Department:	**Student Programs**
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Taken from the Ministry of Education Special Project Credit Policy (pages 6-8) Appendix A: Special Project Roles and Responsibilities.

Student is responsible to

- Identify appropriate school personnel interest in pursuing a special project credit as per the school administrative procedure or policy.
- Complete a student-initiated and designed project proposal using the Special Project Proposal Template with support from the supervising teacher and/or project mentor.
- Sign the completed Special Project Proposal Template prior to beginning the work.
- Upon approval of the proposal, complete the work required.
- Provide evidence of learning and a minimum of 100 credit hours of work.
- Communicate with supervising teacher as outlined in proposal.

Parents/Guardians are responsible to

- Review with the student a variety of ideas for potential projects that would be personally interesting and engaging for the student.
- Review the project proposal with the student to gain understanding of the project plan including timelines, goals, activities and assessments.
- Sign the completed Special Project Proposal Template prior to student beginning the work.
- Check in with the student during the project to determine how the student is progressing and help identify supports that may be required for the successful completion of the project.
- Assume any liability and responsibility related to the student's work.

Supervising Teacher is responsible to

- Draw on educational background to assist the student and project mentor in completing the Special Project Proposal Template to ensure meaningful learning, academic rigour and compliance

with the Sask DLC Special Project Credit administrative procedure.

- Ensure project is designed to meet the needs of the individual student and the learning is sufficiently different from provincial courses and locally-developed courses.
- Facilitate approval process prior to student beginning the work.
- Sign the completed Special Project Proposal Template prior to student beginning the work.
- Ensure the project mentor understands their role and has the required information package.
- Monitor the student's progress by communicating with the student and the mentor (as established in the completed Special Project Proposal Template).
- Assess student and mentor submitted evidence of achievement and determine if SG (Standing Granted) credit is earned.
- Notify the Campus Administrator that credit has been earned so sign-off and addition to student official mark record can occur. Refer to Form 8.1 Secondary Level Non-Academic Courses – New Mark Addition.

Project Mentor is responsible to

- Draw on project-related expertise to assist student in developing the proposal for meaningful growth as well as achievement of the project goals.
- Sign the completed Special Project Proposal Template prior to student beginning the work.
- Work directly with the student to provide coaching, instruction, training, or other supports as outlined in the proposal.
- Supervise the student as outlined in the completed special project proposal.
- Provide ongoing feedback to the student as determined in the proposal.
- Provide periodic reports to the supervising teacher concerning the student's progress as determined in the proposal.
- Draw on project-related expertise to assess and evaluate the student's progress towards achievement of the project goals.

Campus Administrator is responsible to

- Draw on educational background to ensure meaningful learning, academic rigour and compliance with the Sask DLC Special Project Credit administrative procedure.
- Ensure project learning is sufficiently different from provincial courses and locally-developed courses.
- Review project for rigour, approve project proposal, sign the completed Special Project Proposal Template and submit to the designated Student Programming team member for review.
- Approve the credit acquisition. Special project credits will receive SG as a final mark record. All special project credits are to be submitted to the Ministry of Education using Form 8.1 Secondary Level Non-Academic Courses – New Mark Addition, accompanied by a copy of the student's completed Special Project Proposal. Sask DLC L1 will submit the form via **HEAT**.

- Ensure the completed project proposal and completed Form 8.1 (if applicable) are put in the student's cumulative file and kept for five years.

Designated Student Programming Team Member is responsible to

- Ensure the Special Project Credit internal process is maintained.
- Review the completed Special Project Template and return it to the Campus Administrator should changes need to be made or send to Superintendent of Student Programming for review and signature prior to student beginning the work.

Superintendent of Student Programming or designated Student Programming Team Member is responsible to

- Ensure the Sask DLC administrative procedures are followed.
- Review, approve, and sign the completed Special Project Proposal Template and return it to the Campus Administrator prior to student beginning the work.

Appendix B: Special Project Credits - Questions and Answers		
	Department:	**Student Programs**
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This Appendix is adapted to Sask DLC context from the Ministry of Education Special Project Credit Policy (pages 10-11.)

Q: What is the difference between a special project credit and a locally developed course?

A: Special projects are student-initiated and designed to encourage the pursuit of learning in an area of personal interest or passion. The content of the special project(s) need not be related to a specific school subject. If a special project is related to a specific school subject, the content of the project shall be distinct from and in addition to regular course requirements. Project proposals are approved by Sask DLC. Locally developed courses of study are developed by Sask DLC and are approved by the Ministry of Education. Courses must contain original outcomes and indicators defined by Sask DLC and be at a level of rigour consistent with provincially developed courses of study. Locally developed courses will be approved only as unspecified electives and become the property of the Ministry of Education upon approval.

Q: Can a special project credit be related to a provincial course (i.e., automotive class or rebuild an engine on my own or with help)?

A: If a special project is related to a specific school subject, the content of the project shall be distinct from and in addition to regular course requirements. Project proposals are approved by Sask DLC.

Q: Is a program itself (e.g., hockey, dance, drama, etc.) grounds for a special project credit or a vehicle for establishing grounds for a credit?

A: Special projects are student-designed learning experiences, not teacher- or mentor-designed classes or programs. Students who want to collaborate on a special project with a community dance studio, or theatre company, for example, could be supported by the supervising teacher and dance/theatre mentor in identifying individualized goals and project descriptions tailored by and for each student. The mentor from the dance studio or theatre company could help co-design the learning experiences to ensure each student is able to carry out their individual project rather than providing a pre-set “program” that is the same learning experience for every student who is participating in a community dance or theatre class.

Q: Could extra-curricular programming be recognized for credit as a locally developed course option rather than a special project credit?

A: Locally Developed Courses of Study are developed by Sask DLC and are approved by the Ministry of Education. Courses must contain original outcomes and indicators defined by Sask DLC and be at a level of rigour consistent with provincially developed courses of study. Locally developed courses will be approved only as unspecified electives and become the property of the Ministry of Education upon approval.

Q: What does the application look like?

A: Refer to the Special Project Proposal Template.

Q: What are the deadlines?

A: The Special Project Proposal Template must be completed and approved by Superintendent of Student Programming or Curriculum, Instruction and Assessment (CIA) Consultant prior to the student beginning the project. Any other timelines are determined locally.

Q: Does the Memorandum of Understanding with the Worker's Compensation Board apply to students while working on a Special Project Credit?

A: No, the Memorandum of Understanding with the Worker's Compensation Board does not apply to special project credits.

Q: Who assumes the responsibility and liability of the student in the unlikely event of an accident or death?

A: Sask DLC will consult with Sask DLC's legal counsel as required.

Q: How can a post-secondary course be used with Special Project Credits?

A: Check the Dual Credit Course List to see if the post-secondary course is listed. If it is not, then a student proposal should be developed and approved prior to beginning the work to ensure rigour. All post-secondary courses are not created equal (e.g., they vary in hours). Please contact the Office of the Registrar for more information. All special project proposals are to be submitted with Form 8.1 Secondary Level Non-Academic Courses – New Mark Addition for Special Project credit recognition.

Q: Can Special Project Credits 10, 20 and 30 all be attained using the same project?

A: Yes, however each project must clearly identify new learning and be distinct from previous special project submissions.

Q: What do we mean by 100 credit hours of work?

A: One credit is equivalent to 100 credit hours. The expected start and completion dates and an outline of how the required amount of time must be clearly outlined in the proposal to receive the credit. The work must include all aspects of the learning such as theory, practice, etc.

Q: Is there a timeline framework to complete a special project credit? Does it have to be completed within the school calendar year, or can it flow over the course of two academic years, or be completed in part during summer/holiday months?

A: There is no time limit, however students must be enrolled at Sask DLC for the duration of the project. The proposed timeline must be identified in the Special Project Proposal Template at the outset, and any subsequent adjustments to the timeline must be recorded on the proposal for auditing and reference purposes.

The Special Project Credit must be initiated and completed while the student is registered at Sask DLC. Sask DLC will not accept Special Project Credit projects that have been partially completed at another educational organization for continuation or completion at Sask DLC.

If a student transfers from Sask DLC to another educational organization prior to completing an approved Special Project Credit, the project will be considered incomplete and credit will not be granted. The receiving organization may, at their discretion, establish a new Special Project Credit agreement with the student under their own policies.

Q: Does the supervising teacher have to complete and keep a log regarding the monitoring process/communications?

A: The monitoring and communication plan should be identified in the proposal and teachers should maintain appropriate documentation and mark records to support credit attainment.

Q: How is a special project final mark record of Standing Granted (SG) submitted to the Ministry of Education Student Data System?

A: Credit recognition for programs successfully completed by a non-academic entity will receive a final mark record of SG on the official Transcript of Secondary Level Achievement.

Sask DLC L1 will submit Form 8.1 Secondary Level Non-Academic Courses New Mark Addition accompanied by a copy of the student's completed Special Project Proposal via HEAT.