

Notre Dame Academy

Independent Study and Credit Flexibility Information and Guidelines

Credit Flexibility applies to any alternative coursework, assessment and/or performance that demonstrates proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank and as graduation credit in the related subject area or as an elective.

Notre Dame Academy will include details of the Credit Flexibility policy and program in the Student/Parent Handbooks.

Application:

Any student may apply for credit to be awarded through Independent Study or Credit Flexibility. The student will submit an application on the NDA **Application for Independent Study and Credit Flexibility** form. All required information must be provided. The student may be required to provide supporting documentation as determined by the Department Chair and/or Principal or designee of the Principal. Application may be made at any time.

Review of Application:

The application will be reviewed by the Department Chair and Principal or designee of the Principal. Upon approval of a completed application, the student may then proceed with the learning activity and credit will be awarded when all requirements are completed and evaluated. The Principal or Department Chair may consult with faculty of the related department or others as needed to provide needed information prior to making a decision regarding the awarding or denial of credit.

Awarding credit:

A student may be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, assessment and/or performance as required by the Principal or Department Chair. The following standards and guidelines apply to awarding credit:

- The total number of credits that may be awarded is not limited.
- The successful completion of a preapproved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.
- All courses, as applicable, must be aligned to the Ohio Academic Content and Technical Standards to receive credit.
- Credit from other districts and educational providers, including online providers, may be accepted in accordance with the Ohio Operating Standards.
- The Principal or Department Chair may award credit for custom learning activity(s) in the amount approved in advance based upon the equivalence to a 120 hour (Carnegie unit) course. In preapproved cases, partial credits may be awarded where deemed appropriate.

- The Principal and/or Department Chair may award credit or partial credit for preapproved assessments, performances or work products that demonstrate mastery of content of any course offered at Notre Dame Academy. Elective credit for courses not offered at Notre Dame Academy may also be earned in this manner as preapproved.
- If a student transfers from another school to Notre Dame Academy and the student has not completed the course requirements to receive credit as approved by the other school, the Principal or designee may consider this a new application for credit. The Principal or designee may assign partial credit for partial completion as deemed appropriate.
- Credits completed in another school before transfer to Notre Dame Academy will count as credits toward fulfilling graduation requirements as awarded by the sending school. The Principal or designee will review the transfer credit to determine equivalency to specific courses offered by the Notre Dame Academy.
- Notre Dame Academy developed and/or approved tests/assessments used to determine advancement and course credits will be given annually in May to facilitate planning for the subsequent school year. Applications for credit by assessment are due on or before May 1st. To qualify for credit by assessment, the student must be able to show mastery in the subject as determined by the Teacher of Record to receive credit. A student failing to achieve this score may not apply for credit by assessment for the same course credit until the following school year. Any credit by assessment for a particular course may only be attempted two times.
- There are NO weighted grades for credits earned through independent study/credit flexibility.
- The Teacher of Record reserves the right to withdraw the student from a course (with penalty) for issues involving plagiarism and copyright violation.
- The student must complete all coursework assigned by the Teacher of Record on or before the due date or the student may be withdrawn with penalty from the course.
- The decision of the Teacher of Record regarding a withdrawal from the course may be appealed to the Principal. A letter outlining the reason(s) for the appeal must be received by the Principal within 10 calendar days following notification of withdrawal.

Determining Grades

- Grades earned through Independent Study and/or Credit Flexibility will NOT be weighted. The letter grade to be posted on the transcript and included in the student's grade point average will be awarded as determined by the Teacher of Record.
- If a student fails to make adequate progress on coursework, the approval to further pursue the proposed credit may be revoked and a failing grade will be posted to the student's transcript.
- The final grade for the course must be posted before the credit can count toward graduation.
- If a student is unable to complete the course due to illness (with provided medical documentation) or other valid reason as determined by the Principal or Department Chair, an extension may be permitted and/or requirements revised. If the student does not intend to complete the credit and there has been an illness or other valid reason, the application may be withdrawn without penalty by the Principal or designee.
- Should a student transfer to another school, upon request of the student or parent, Notre Dame Academy shall forward a copy of the approved application to the new district for their consideration.

Access

This policy does not in any way prohibit access to on-line education, postsecondary options or services from another district approved by the board.

Notre Dame Academy

Application for Independent Study and Credit Flexibility

This application must originate in GUIDANCE with Counselor/Student conference

Counselor Signature _____ Date _____

STUDENT INFORMATION

Student Name _____ Grade _____ ID # _____

Student phone and other contact information: _____

Parent/Guardian Name and contact information: _____

Reason(s) for Application (Check all that apply):

<input type="checkbox"/> Enrolled in PSEO <input type="checkbox"/> Health/Medical	<input type="checkbox"/> Transfer from another school <input type="checkbox"/> Credit/Course Advancement	<input type="checkbox"/> Credit Recovery due to course failure <input type="checkbox"/> Other (Specify below) _____ _____
--	---	--

COURSE INFORMATION

Course Title: _____ Teacher of Record: _____

Course type (check one): An adopted course of study A custom course

(Note: For a custom course, the teacher must attach Standards and syllabus.)

Core Subject Area field (e.g. Physical Science, Fine Arts, Social Studies, etc.): _____

Should this be scheduled as a "Z PERIOD" course: Yes No

If a "Z period" course, when will student meet with teacher of record? _____

Should the student be assigned to the Resource Center for regular attendance? Yes No

If yes, specify: Semester(s) 1 2 Both Day(s)/Period(s) _____

Attendance Teacher's Name: _____

Check here if student is completing a course previously attempted _____

Explanation/Comment: _____

Course and Section Number (to be added by the Registrar): _____

Course duration: All Year Semester 1 only Semester 2 only Summer School (Fees will apply)

Amount of Course credit: _____ School Year: _____

ACTION PLAN

Description of what student will do to earn this credit (check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Test or assessment | <input type="checkbox"/> Coursework | <input type="checkbox"/> Internet-based learning |
| <input type="checkbox"/> Field experience | <input type="checkbox"/> Summer learning activity | <input type="checkbox"/> Project-based learning |
| <input type="checkbox"/> Internship | <input type="checkbox"/> Mentorship | <input type="checkbox"/> Independent study |

Name and contact information of organization and/or individual(s) to support your proposed credit earning activity:

STUDENT CONTRACT

Student explanation of goals and statement of commitment:

I, (student signature) _____, understand the Independent Study/Credit Flexibility Option is an intensive process designed to allow me to work at my own pace to complete the assigned work.

The student and parent must initial each item below as indication of having read and accepted the following:

Parent Student

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The student will hold primary responsibility for the overall success or failure of the course. |
| <input type="checkbox"/> | <input type="checkbox"/> | The student will be expected to allocate an average of _____ hours per week working toward the completion of this course. |
| <input type="checkbox"/> | <input type="checkbox"/> | The student will be expected to meet with teacher at least _____time(s) per week. |
| <input type="checkbox"/> | <input type="checkbox"/> | The student <u>will actively engage</u> with the teacher and course activities by _____ or the student may be withdrawn with penalty from the course according to NDA guidelines. |
| <input type="checkbox"/> | <input type="checkbox"/> | The student will have until _____ to <u>complete the course</u> or the student may be withdrawn with penalty from the course. |
| <input type="checkbox"/> | <input type="checkbox"/> | The student’s teacher and/or other school authorities have the right to cancel this course/credit option if: (1) the student violates any rule/policy stated in the NDA Student Handbook; (2) the student does not regularly and actively engage with the teacher and course material by _____; or (3) the student does not make steady progress toward completion of the course. |

The student and parent must initial each item below as indication of having read and accepted the following:

Parent Student

_____ _____ The student must complete all online AS WELL AS offline/other work assigned by the due date stated by the teacher or the student may be withdrawn with penalty from the course.

_____ _____ The Instructor reserves the right to remove the student from the course (withdrawn with penalty) for issues involving plagiarism and copyright violation.

_____ _____ There are NO weighted grades for credits earned through independent study/credit flexibility.

_____ _____ The teacher decision regarding a withdrawal from the course may be appealed to the Principal. A letter outlining the reason(s) for the appeal must be received by the Principal within 10 calendar days following notification of withdrawal. The Principal’s decision on the appeal is final.

SIGNATURES/ROUTING

Student _____ Date _____

Parent _____ Date _____

Guidance Counselor _____ Date _____

Teacher of Record _____ Date _____

Principal _____ Date _____

(Distribution copies made and distributed through Principal’s Office - Original to Data Management)

Registrar _____ Date _____

Credit Flex Proposal Accepted

Credit Flex Proposal Denied

Reason for Denial: _____

DISTRIBUTION:

- _____ ORIGINAL—Registrar
- _____ Student/Parent
- _____ Counselor
- _____ Teacher of Record
- _____ Principal’s Office
- _____ Permanent Record
- _____ TLC (if scheduled for attendance)

PROCESSING OF APPLICATION:

Submit pages 3, 4, 5 to Principal’s Office for approval upon completion of application.

Submit page 6 to Registrar upon completion of course.

Notre Dame Academy

Final Grade and Credit Report for Independent Study and Credit Flexibility

(To be submitted upon completion of course)

STUDENT INFORMATION

Student Name _____ Grade _____ ID # _____

COURSE INFORMATION

Course Title: _____

Teacher of Record: _____ School: _____

Course duration (Check all that apply): _____ Semester 1 _____ Semester 2 _____ Summer

Amount of Course credit: _____ School Year: _____

Final Completed Course Letter Grade: _____ - or - Notice of Withdrawal from course: _____ WITH penalty (CHECK ONE)
Teacher must provide rationale below. _____ WITHOUT penalty

SIGNATURE

Teacher of Record _____ Date _____

NOTES:

DISTRIBUTION:

- _____ ORIGINAL—Registrar
- _____ Student/Parent (mail home)
- _____ Counselor
- _____ Teacher of Record
- _____ Principal's Office
- _____ Permanent Record
- _____ TLC

PROCESSING OF FINAL GRADE REPORT:

Teacher of record should make and distribute copies as listed and submit original page 6 to Registrar upon completion of course.