



## **Independent Study and Credit Flexibility Information and Guidelines**

Credit Flexibility applies to any alternative coursework, assessment, and/or performance that demonstrates subject area competency as pursuant to the credit flexibility model adopted by the Ohio State Board of Education. 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.

### Application:

Any student may apply for credit to be awarded through Credit Flexibility. The student will submit an application on the **Credit Flexibility Application** form. All required information must be provided. The student may be required to provide supporting documentation as determined by the Director of Academics. It is the family's responsibility to develop and propose a plan. Applications must be submitted to the Guidance Office by

- May 1<sup>st</sup> for summer work
- July 1<sup>st</sup> for Fall semester or year-long work
- December 1<sup>st</sup> for Spring semester work

**NOTE: The application must be approved BEFORE the student begins the activities for earning credit flexibility.** Credit cannot be awarded retroactively.

### Review of Application:

The application will be reviewed by the Director of Academics, a guidance counselor, and chairperson or other representative(s) of the related department. 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.

### 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 Director of Academics. The following standards and guidelines apply to awarding credit:

1. The total number of credits that may be awarded is not limited.
2. Required religion courses may not be replaced using credit flexibility.
3. The successful completion of a preapproved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.
4. The methods chosen to earn credit must be approved by the school and cannot conflict with the Catholic Church's teachings, CJ's mission, or curricular requirements. Sole discretion of the approval of these methods is left to the Director of Academics.

5. The Director of Academics may award credit or partial credit for preapproved assessments, performances or work products that demonstrate mastery of content of any course offered at Chaminade Julienne High School. Elective credit for courses not offered at CJ may also be earned in this manner as preapproved.
6. If a student transfers from another school district to Chaminade Julienne High School and the student has not completed the course requirements to receive credit as approved by the other district, the Director of Academics may consider this a new application for credit. The Director of Academics may assign partial credit for partial completion as deemed appropriate.
7. The teacher of record reserves the right to withdraw the student from a course for issues involving plagiarism and copyright violation. The student will forfeit credit for the course in this situation.
8. The student must complete all coursework assigned by the teacher of record on or before the due date or the student may be withdrawn from the course and not receive credit.
9. 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 3 calendar days following notification of withdrawal.

### Determining Grades

1. All credit and grades assigned to the student must be awarded by the teacher of record.
2. If a student fails to make adequate progress on coursework, the approval to further pursue the proposed credit may be revoked and no credit will be issued.
3. The final grade for the course must be posted before the credit can count toward graduation.
4. Students taking an outside AP class must provide proof that the course has been AP approved by the College Board.
5. If a student is unable to complete the course due to illness (with proper medical documentation) or other valid reason as determined by the Director of Academics, 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 Director of Academics.
6. Should a student transfer to another school district, upon request of the student or parent, CJ shall forward a copy of the approved application to the new district for their consideration.

### Access

Students with disabilities shall not be excluded from opportunities to earn credit through educational options or by demonstrations of mastery. Accommodations and supports for students with disabilities participating in educational options shall be provided consistent with the student's service plan.

### Miscellaneous

1. All students are required to take six CJ courses per semester.
2. Athletic Eligibility.
  - **High School Athletics** – To be eligible to play interscholastic high school sports, a student must be currently enrolled and must have been enrolled in school in five full-credit courses during the immediately preceding grading period (semester, quarter, etc). A student enrolled in credit flexibility courses must, at the conclusion of the grading

period, be “passing” all credit flexibility courses used to determine athletic eligibility. The student may not yet have completed the courses, but it must be determined that the student was “passing” the course(s) at the time the grading period ended. If it is determined that the student is not passing, no credit toward the five credits (or equivalent) required for eligibility can be awarded, and the student may not be eligible for athletics.

- **College Athletics – *Students who anticipate continuing in sports at the college level should carefully consider that the NCAA Initial Eligibility Center may not include some credit flexibility options as part of the qualifying core courses required for Division I and Division II eligibility.*** For potential college student athletes, the NCAA eligibility requirements specifically address the types of learning opportunities available through credit flexibility policy (for example, online/distance learning, independent study, one course taken over two years). The NCAA does not allow credit by exam (or mastery assessment) courses to be applied to course eligibility requirements.
3. Students are responsible for any costs associated with the personalized learning plan.
  4. It is the student’s responsibility to secure the necessary resources to successfully complete the student’s credit flexibility plan.
  5. If a student wishes to request a CJ teacher provide private tutoring or instruction in the area of study, it is the student’s responsibility to set this up directly with the teacher. Since this tutoring is above and beyond the teacher’s normal duties, the student and family should expect the teacher to request compensation at a level similar to any other private tutor. In general, this is approximately \$30 - \$40 per hour.
  6. The drop date for a credit flexibility class is five days after the class begins. If a student drops a class it may not be possible to enroll in a traditional class already in progress.
  7. Credit Flexibility Fees
    - Transfer Credit: \$25
    - Test-out Credit: \$125
    - Project Based Credit: \$200 - \$600 depending upon the level of involvement required by CJ faculty and staff
- \* The fee must be paid upon approval of the credit flexibility application and is non-refundable

# Credit Flexibility Process

