



INDEPENDENT STUDY APPLICATION

Terms and Instructions:

1. Complete and submit to School Counseling Office FOR APPROVAL PRIOR to beginning. Proposals will NOT be accepted after the seventh day of school in any quarter when the Independent Study begins.
2. Completing an Independent Study for credit will require the permission of the department leader and the monitoring of a certified ConVal teacher in the primary field being studied. These highly qualified teachers will receive a copy of the Independent Study Application and may require that additional activities take place that would cause the experience to be in compliance with competencies established for the course being replaced.
3. Independent Studies can only be graded as PASS/FAIL and will not be calculated as part of a student's Grade Point Average (GPA). Students interested in receiving 012 or 010 credit for activity to be graded must follow guidelines for an Extended Learning opportunity (ELO) which requires a separate application.
4. Fill out the information below complete and accurately.

Name: _____ ID: _____ YOG: _____ Date: _____			
Name of INDEPENDENT STUDY: _____		Subject Area: _____	
Name of Advising CHVS Teacher: _____		School Counselor: _____	
Name of Teacher/Mentor (if other than a CVHS teacher): _____		Phone: _____	
Address: _____			
Beginning Date: _____		End Date: _____ Credits: _____ Level: 123 P/F	

CHECK ONE: **Will be done in Block** with Advising Teacher OR **Will be done outside of daily schedule**

Method of Assessment: (check all that apply) <input type="checkbox"/> daily observing <input type="checkbox"/> journal entries <input type="checkbox"/> paper/project			
<input type="checkbox"/> assessment by advisor <input type="checkbox"/> test quizzes <input type="checkbox"/> public presentation			
Contact time: With Teacher/Mentor: _____ hours + _____ Independent Hours = _____ Total hours			
(65 total hours = ½ credit; 130 total hours = 1 credit)			
Brief Description of Proposed INDEPENDENT STUDY:			
Content to be covered:			

Agreements:			
_____	_____	_____	_____
Student Signature	Date	Parent/Guardian Signature	Date
_____	_____	_____	_____
ConVal teacher/Mentor signature	Date	Department Leader Signature	Date
_____	_____	_____	_____
Director Approved Proposal	Date	Received by Registrar	Date

UPON SUCCESSFUL COMPLETION:		
_____	_____	_____
(Advisor/Mentor Signature)	(Grade: P/F)	Credit earned

Terms of this proposal must be reviewed and signed on the reverse side of this form.



Terms of INDEPENDENT STUDY

Read carefully and recognize that you are agreeing to a CONTRACT with a teacher/mentor that will be subject to the same grading policies as any other course. Do not enter into this agreement without a firm commitment to following through with your responsibilities. Please keep in mind only one INDEPENDENT STUDY AND/OR EXTENDED LEARNING OPPORTUNITY can be worked on at any one time (no more than 1 credit per semester allowed, 6 credits total).

CONTOOCH VALLEY REGIONAL HIGH SCHOOL
INDEPENDENT STUDY MEMO OF UNDERSTANDING FOR EDUCATIONAL SERVICES
FOR TEACHERS, STUDENTS AND PARENTS
(Students and Parents must read and sign)

- 1. INDEPENDENT STUDY applications will not be accepted beyond the first 7 days of the quarter in which it begins. Also, retroactive Independent Studies will not be awarded credit. If we do not have the paperwork on time, we will not issue credit.**
- 2. Once approved, students are expected to complete their Independent Study. Failure to comply with the terms of the transcript.** Contact time with students is considered an essential component of Independent Studies. It is expected that each student who requests an Independent Study with a teacher or mentor will require at least one hour of contact time every two weeks, perhaps more. While teacher willingness to allow students to engage in independent activity is appreciated, teachers/mentors need to be realistic about how much time can be provided to students in order to provide them with a learning experience that is equal or greater than that which they would receive in the classroom
3. Simply following the outline of an existing book should not be sufficient for a student to receive credit. Accompanying projects, quizzes, papers and assignments appropriate to the goal of the Independent Study should be required.
4. Students who are using an Independent Study as a qualifying class to participate in sports **must** inform the Athletic Director of this and receive approval. Failure to do so could result in being disqualified from a team sport. In addition, a failure shall be factored into a student's qualifications for athletic participation, as well as Honor Roll and High Honor Roll.
5. Administration reserves the right to deny a request for an Independent Study when it is determined that there is a lack of rigor or academic benefit.
6. Independent Study will not appear on a student's schedule and therefore grades will not be entered until the end of the experience at which point they will be entered directly on the transcript, not the student's report card. **However, it is strongly recommended that teachers/mentors provide students with mid-quarter progress updates so that students are clear about expectations.**
- 7. Independent Study is offered at a 123 level only and will be graded on a Pass/Fail basis and will not be calculated as part of the student's GPA. Students interested in 012 level or higher and a grade must file an application for an Extended Learning Opportunity (ELO).**

I have read and agree to the guidelines indicated above:

Student Signature

Date

Parent/Guardian Signature

Date