



Independent Study and Credit Flexibility Information and Guidelines

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

The Lake Academy will communicate the aspects of the Credit Flexibility policy and program on the LCESC website and in the student handbook.

Application:

Any student may apply for credit to be awarded through Independent Study or Credit Flexibility. The student will submit an application on The Lake Academy 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 Director and /or designee. Application may be made at any time.

Review of Application:

The application will be reviewed by the Director and/or designee. 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 Director or designee may consult with the teacher 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 Director or designee. 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 pre-approved 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 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 Director and/or designee may award credit for custom learning activity(s) in the amount approved in advance based upon the equivalence to a traditional course. In pre-approved cases, partial credits may be awarded where deemed appropriate.
- The Director and /or designee may award credit or partial credit for preapproved assessments, performances or work products that demonstrate mastery of content of any course offered at The Lake Academy. Elective credit for courses not offered at The Lake Academy may also be earned in this manner as preapproved.
- If a student transfers from another school district to The Lake Academy and the student has not completed the course requirements to receive credit as approved by the other district, the Director or designee may consider this a new application for credit. The Director or designee may assign partial credit for partial completion as deemed appropriate.
- 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 Director. A letter outlining the reason(s) for the appeal must be received by the Director within 10 calendar days following notification of withdrawal.

Determining Grades

- Grades earned through Independent Study and/or Credit Flexibility will NOT be weighted. The grade will be posted on the report card 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 report card.
- 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 Director or designee, 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 or designee.
- Should a student transfer to another school district, up on request of the student or parent, The Lake 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.

Application for Independent Study and Credit Flexibility

This application must originate in The Lake Academy Director’s Office-Director/Student Conference

Director/Designee Signature _____ Date _____

STUDENT INFORMATION

Student Name _____ Grade _____

Student Phone and other contact information _____

Parent/Guardian Name and contact information _____

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

<input type="checkbox"/> Early Graduation	<input type="checkbox"/> Enrolled in College Credit Plus	<input type="checkbox"/> Credit Recovery
<input type="checkbox"/> Parenting responsibility	<input type="checkbox"/> Administrative override	<input type="checkbox"/> Transfer from another school
<input type="checkbox"/> Home instruction	<input type="checkbox"/> Credit/Course Advancement	<input type="checkbox"/> Other (Specify below)
<input type="checkbox"/> Health/Medical		

COURSE INFORMATION

Course Title: _____ Teacher of Record: _____

Course Type (check one): _____ An adopted course of study/syllabus _____ 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.): _____

Check here if student is completing a course previously attempted _____

Explanation/Comment: _____

Course Duration: _____ All Year _____ Semester 1 only _____ Semester 2 only

Amount of Course Credit: _____ School Year: _____

ACTION PLAN

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

- Test or assessment Coursework Project based learning
- Mentorship/Internship 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 accept the following:

Parent Student

_____ _____ The student will hold primary responsibility for the overall success or failure of the course.

_____ _____ The student will be expected to allocate an average of _____ hours per week working toward the completion of this course.

_____ _____ The student will be expected to meet with the teacher at least _____ time(s) per week.

_____ _____ The student will actively engage with the teacher and course activities by _____ or the student may be withdrawn with penalty from the course according to The Lake Academy guidelines.

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

Parent Student

_____ The student will have until _____ to complete the course.

_____ 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 Lake Academy 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 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 Director or Designee. A letter outlining the reason(s) for the appeal must be received by the Director/Designee within 10 calendar days following notification of withdrawal. The Director/Designee’s decision on the appeal is final.

SIGNATURES/ROUTING

Student _____ Date _____

Parent _____ Date _____

Student Services Coordinator _____ Date _____

Teacher of Record _____ Date _____

Director/Designee _____ Date _____

(Distribution copies made and distributed through Director’s Office)

DISTRIBUTION:

_____ ORIGINAL

_____ Student/Parent

_____ Student Services Coordinator

_____ Teacher of Record

_____ Director’s Office

_____ Permanent Record

PROCESSING OF APPLICATION:

Submit pages 3,4,5,6 to Director’s Office for approval upon completion of application.

Final Grade and Credit Report for
Independent Study and Credit Flexibility
(to be submitted upon completion of course)

STUDENT INFORMATION

Student Name _____ Grade _____

COURSE INFORMATION

Course Title:

Teacher of Record: _____

School: _____

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

Amount of Course credit: _____

School Year: _____

Final Completed Course Grade: _____

(CHECK ONE) Notice of Withdrawal from course: _____

Teacher must provide rationale below.

SIGNATURE

Teacher of Record _____ Date _____

DISTRIBUTION:

_____ ORIGINAL

_____ Student/Parent (mail home)

_____ Student Services Coordinator

_____ Teacher of Record

_____ Director's Office

_____ Permanent Record

PROCESSING OF FINAL GRADE REPORT:

Teacher of record should make and distribute copies as listed.