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## 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 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 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 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.

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- 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 preapproved 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 anew 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 course work 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, upon 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"/> Parenting responsibilities <input type="checkbox"/> Home instruction <input type="checkbox"/> Health/Medical	<input type="checkbox"/> Enrolled In PSEO <input type="checkbox"/> Administrative override <input type="checkbox"/> Credit/Course Advancement	<input type="checkbox"/> Credit Recovery <input type="checkbox"/> Transfer from another school <input type="checkbox"/> Other ( <i>specify below</i> ) _____
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COURSE INFORMATION

Course Title: \_\_\_\_\_

Teacher of Record: \_\_\_\_\_

Course type (*check one*):  An adopted course of study/syllabus  A Lincoln Interactive course  
 Auburn Connect Course  A custom course  Blackboard 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  
 Summer School (fees will apply)

Amount of Course Credit: \_\_\_\_\_ School Year: \_\_\_\_\_

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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's 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 |  |
|--------|---------|--|
| _____  | _____   | 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 <b>will actively engage</b> 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 will have until _____ to <b>complete the course</b> or the student may be withdrawn with penalty from 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. |

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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 Director. A letter outlining the reason(s) for the appeal must be received by the Director within 10 calendar days following notification of withdrawal. The Director's decision on the appeal is final. |

**SIGNATURES/ROUTING**

Student _____	Date _____
Parent _____	Date _____
Student Services Coordinator _____	Date _____
Teacher of Record _____	Date _____
Director _____	Date _____

*(Distribution copies made and distributed through Director's Office)*

NOTES:

- DISTRIBUTION:
- \_\_\_\_\_ ORIGINAL
  - \_\_\_\_\_ Student/Parent
  - \_\_\_\_\_ Teacher of Record
  - \_\_\_\_\_ Director's Office
  - \_\_\_\_\_ Permanent Record

**PROCESSING OF APPLICATION**

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