

Independent Study at KHS

Criteria for Independent Study

Independent study:

1. is only available for Juniors or Seniors.
2. may be used for *elective classes only*; and cannot be used for Regents, Collegian level, Advanced Placement, or required coursework for graduation.
3. must be sought for an approved course (from the course of study guide) that is not offered during the semester the student is seeking such.
4. will not be granted if there is an APEX course available for the course.
5. Course work and seat time must be completed during the 9-period day.
6. cannot be due to scheduling conflicts. Scheduling conflicts will only be considered if the conflict cannot be resolved.
 - A maximum of **three units of elective credit** towards a Regents Diploma.
 - Independent Studies are not factored into a student's final GPA and will result in a grade of pass or fail.
 - A committee of the building principal, the lead teacher from the department the independent study is being sought, a school counselor, one additional administrator, and any additional faculty that is deemed appropriate by the principal, will convene to approve all independent studies.

The student:

1. must demonstrate a readiness and a high likelihood of success for an independent study in each subject they seek.
2. has at least the expected number of credits required to be considered at grade level.
3. has passed the appropriate number of Regents exams or other common assessments required for graduation for their grade level.

The tenured teacher:

1. agrees to instruct the independent study and is knowledgeable and experienced in the subject area of the independent study.
2. has provided a syllabus that is on file with the building principal.
3. has provided a scope and quality of work for assignments equal to the expectations of a regularly scheduled course.
4. must provide a minimum of 54 hours of work/contact time per credit, and
5. meet with the student at least (twice per cycle) to monitor their progress (included in the above minimum hours requirement).

The Committee:

1. will meet no less than once, prior to each semester to approve independent studies submitted by students.
2. will review all supporting documents required for approval – student application, student eligibility, teacher syllabus and work requirements.
3. will retain this documentation for their records.

The teacher will submit independent study grades (P/F) to the principal upon the student's completion of the course to determine if credit will be awarded based on the successful completion of required coursework and the demonstration of mastery of the learning outcomes.

Kingston High School

Independent Study Form

Student: _____ Date: _____

Counselor: _____

Grade: 11 12

Course for Independent Study: _____

Reason for Request: _____

Student

- I understand that the course I am seeking independent study credit is for an elective class only. Regent's, Collegian, and courses required for graduation are not eligible.

Counselor

- Student has successfully completed all grade-level required courses.
- Student has completed all grade-level Regents exams.

Teacher

- I have reviewed course work and expectations with this student for an Independent Study
- Syllabus is on file with the principal.

Specific Plan for Independent Study (attached)

Must include meeting times, assignments and projects, final exam or project, any additional information.

I understand that an independent study is designed for serious students and requires maturity, dependability, and commitment. Failure to meet requirements will result in denial of credit.

Student _____

Counselor _____

Teacher _____

Principal _____

Parent _____

Date _____

