

**Williamston High School**  
**Independent Study Application**  
**For Courses with Pre-existing Teacher-Written Syllabi**

School Year: \_\_\_\_\_ Semester (circle): 1 2      Period (circle): 1 2 3 4 5 6

Student Name (please print): \_\_\_\_\_

Name of Sponsoring Teacher: \_\_\_\_\_

Name of Independent Study – Write the name for the pre-existing, teacher-written course you want to take.  
\_\_\_\_\_

**Step One: Read and Understand the Independent Study Policies**

Description: Independent Study is a self-initiated school-based program. An Independent Study may replace a class but must be taken as a part of a regular course schedule. It is NOT intended for and MAY NOT be used as a solution to a scheduling conflict.

Independent Study credit must be contracted between a student advanced in a given area and the supervising teacher and then approved by the principal.

**Independent Study Guidelines:**

1. A student must make written application for Independent Study prior to the start of each term. Late applications will not be accepted.
2. It is the responsibility of the student to find the certified faculty member willing to be the supervisor for the Independent Study.
3. The principal will receive applications for Independent Study and will approve or disapprove each one on the basis of established criteria and guidelines including a recommendation from departments directly related to the proposal.
4. Once the application is approved the student is NOT eligible to drop Independent Study at any time.
5. Daily attendance to class with the supervising teacher is required. Independent Study is a regular part of the student's school day.
6. Independent Study is a graded course and the grade will be included as a part of the cumulative GPA. Independent Study cannot be taken Credit/No Credit.
7. A student may earn a maximum of one-half credit per term and one credit total (per year) through Independent Study – No Exceptions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Two: Attest to your personal qualities** – By signing below, I attest that I qualify for Independent Study, have these requisite qualities, and am willing and able to perform the work associated with an Independent Study. I am:

1. A junior or senior (I.S. is only for 11<sup>th</sup> and 12<sup>th</sup> graders),
2. A good student with a GPA of 3.0 or higher in the area of study,
3. Actively engaged in and willing to take responsibility for my own learning,
4. Organized and prepared,
5. Willing to ask questions to acquire understanding,
6. Willing to seek assistance when necessary to clarify understanding,

7. Consistent and thorough with regard to completing assignments on time,
8. Able to work independently and enthusiastically on individual projects, and
9. Willing to participate in evaluative and analytical discussions with my supervising teacher and/or topic area experts.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Three: Find a teacher willing to supervise your Independent Study** – Ask a teacher if he or she is willing to guide you through your program.

**Step Four: Sponsoring Teacher attests to his/her role and responsibilities** – By signing below, I attest that I understand the professional responsibilities associated with an Independent Study.

1. I am willing to assume responsibility for a student taking Independent Study and understand that my participation as a supervisor is completely voluntary.
2. I acknowledge that I am limited to one or two students per academic term on Independent Study and that only an administrator may grant an exception.
3. I will work with the student to create an acceptable proposal which includes a statement of specific objectives, methods for obtaining the objectives, resources to be used, time lines to be followed, and assessments including a final evaluation. However, I understand that the student is responsible for writing and submitting the proposal to the principal.
4. I understand that I must meet with the student daily as a part of a regularly scheduled class period and to take attendance. It is my responsibility to ensure satisfactory student progress and to lend direction and support as well as to evaluate, grade, and account for the Independent Study student as would be done in any other course. This means that I must regularly assess student progress relative to the learning goals established in the Independent Study.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Five: Get approval from your parent(s) or guardian(s)** – Share your proposal with your parents or guardians. A signature below means your parent or legal guardian is aware that you intend to pursue an Independent Study and supports your proposal.

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Six: Attach pre-existing and teacher-written syllabi to this application.**

**Step Seven: Submit your proposal to the principal** – Give your completed proposal to your principal for final review.

As principal, I have reviewed this Independent Study proposal, and my decision is the following:

Approved

Not Approved. If not approved, I have identified the following concerns or deficiencies:

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 8/27/17