

## INDEPENDENT PUPIL STUDY

To encourage the fullest intellectual development of each pupil attending Patchogue-Medford Schools, the Board of Education accepts and promotes the study of topics and depth of study without restriction of conventional and traditional curriculum, restrictions of the school building or necessary limitations due to the number of faculty members. This concept is supported by awareness of credit where appropriate and authorization for inclusion in academic records of studies, learnings and skills achieved independently.

To assure that such opportunity is shared equally by all students, administrative regulations developed by the superintendent of schools or his/her designee are to be reviewed with faculty members, parents and students in a manner which is public and assures the greatest understanding.

Learning and skills achieved independently under the provisions of the administrative regulations may be utilized for satisfaction of academic requirements for academic disciplines at the high school, for grade levels 9-12.

Policy Adopted:  
August 16, 1976

Policy Revised:  
December 16, 1991

Policy Revised:  
June 27, 2022

**ADMINISTRATIVE REGULATIONS  
POLICY #6172 -- INDEPENDENT PUPIL STUDY**

**I. Eligibility**

- A. The student must have demonstrated an ability to work on an individual basis according to the following criteria:
  - 1. The most recent standardized test scores, state assessments scores and/or report card scores must indicate that the student is on grade level.
  - 2. The student must have the written recommendation of one faculty member in the department where the study is to be given credit.
- B. The student must have the written approval of the department chairman who shall not only pass on the quality of the applicant but indicate that this work cannot be incorporated into a regular program of instruction.
- C. The student must have the written approval of the principal.

**II. Quantity of Work Relative to Credit Received**

- A. Independent studies will be conducted on the basis of ten (10) weeks work for each 1/4 credit received.
- B. The student is expected to spend the equivalent of five (5) class periods per week on the study as a minimum.
- C. The student must present a written summary of his/her work as evidence of satisfactory completion of the independent study. The fine arts and industrial arts may require performance or display.
- D. The deadline for completion of the independent study may be extended for two (2) weeks only at the discretion of the building principal and academic director. The application is made to the principal and academic director, and signed by the supervisor of independent study not later than two (2) weeks prior to established deadline.

**III. Quality of Work Relative to Credit Received**

- A. The work of the student shall be evaluated according to a previously determined and mutually agreeable set of written criteria.

**Independent Pupil Study Administrative Regulations (Continued)****III. Quality of Work Relative to Credit Received (Continued)**

- B. It shall be the responsibility of the academic director to develop in advance standardized quantitative criteria and minimum acceptable performance standards that are consistent throughout the department and in keeping with this policy.

**IV. Level of Student and Teacher Involvement**

- A. Responsibility for development of the independent study project lies with the student.
- B. Responsibility for suitability of the independent study in terms of scope lies with the teacher.
- C. Supervision of the effort and conduct of the student lies with the advisor.
- D. Responsibility for the effort and conduct of the student lies with the student.
- E. Progress should be evaluated weekly as defined by the Independent Study proposal. It is the responsibility of the teacher to provide an interim evaluation at the end of five (5) weeks in writing, with copies to the principal and academic director, when performance is unsatisfactory.

**V. Student Load Limit**

- A. Students must be carrying a minimum of four (4) courses plus physical education to be eligible to submit an independent study proposal.
- B. In cases where the student is already carrying a full course load, six (6) subjects and physical education, permission will be based on the relationship between the ability of the individual student and his current course load.

**VI. Evaluation**

- A. Evaluation may be made by committee, but it shall be the responsibility of the advisor to issue the final grade.

**Independent Pupil Study – Administrative Regulations (Continued)**

**VI. Evaluation (Continued)**

- B. Students shall be graded by numerical grade consistent with the current permissible report card grades.
- C. Quantitative evaluation shall be made according to a previously described and mutually agreed upon set of behavioral objectives, written in their entirety by the student.
- D. In instances when a student receives no credit, he/she shall be provided with a list of the specific criteria he/she has not met.

**VII. Independent Study Scope**

Independent study projects may be of the following nature:

Study of a course currently being taught.

Study of a subtopic within a course now being taught.

Study of a topic related to any of the departments providing there is an advisor with demonstrated experience.

Regulations Revised:  
June 27, 2022