

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
POLICY and PROCEDURES**

<b>Title</b>	<b>Effective Date</b>	<b>Revision Date</b>	<b>No. Of page</b>
<i>NO. <u>402</u> INDEPENDENT STUDY CREDIT</i>	<i>June 17, 1997</i>		<i>7</i>

**It is the policy of the Tri-County Regional Centre for Education to implement the Nova Scotia Department of Education’s policy on Independent Study Credit at the request of a student and under the following guidelines.**

<b>PROCEDURE</b> under Policy No. <b>402</b>
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1. Students are responsible for initiating the Independent Study Credit through the supervising teacher.
2. Students may be granted one independent study credit in each of Grades 11 and 12.

Half-credit courses may also be included, but the total for a grade will not exceed one full credit. Half-credit courses must be a minimum of 55 hours; full credit courses must be a minimum of 110 hours.

3. Students shall make application to the school principal or designate through the supervising teacher on the form Contract for Independent Study, Tri-County Regional Centre for Education (see Appendix A).
4. It shall be the responsibility of the supervising teachers to:
  - (a) Work with the students to develop a plan and determine the criteria for successful completion of the independent study course.

This contract shall include, but not necessarily be limited to:

Course content including expected learning outcomes, learning plan, assessment strategies and plan, and materials/resources to be used by the student. This information shall become part of the application and shall only be altered with the agreement of the students, supervising teachers and principals or designates.

**PROCEDURE** under Policy No. 402 (cont'd)

- (b) Provide initial support to prepare the students for independent study.
  - (c) Monitor the progress of the students and evaluate their progress.
  - (d) Assign a final course mark.
5. It shall be the responsibility of the students to:
- (a) Initiate the Contract for Independent Study
  - (b) Cooperate with the supervising teachers in planning and developing the contract.
  - (c) Provide adequate documentation that the Contract for Independent Study has been completed satisfactorily prior to a final mark being assigned.
6. The Principal shall review the contract with the students, supervising teachers and the guidance counselor.
7. The Principal shall review the Contract and
- (a) Shall approve all student's contracts.
  - (b) Recommend that the Contract application be redeveloped for future consideration.
  - (c) Deny Contracts that do not conform to provincial course requirements and guidelines.

Principals are encouraged to consult with regional staff when considering Independent Study Contracts.

<b>PROCEDURE</b> under Policy No. <b>402 (cont'd)</b>
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Written notification shall be given to the students and/or guardians.

8. When a Contract is denied, the student may request a review through the school principal to the Regional Executive Director of Education or designate.
9. The school principal is responsible to file all granted applications with the appropriate Coordinator within 7 days of approval being given.
10. The appropriate Coordinator shall maintain an active registry of approved Independent Study Contracts. The Coordinator shall provide periodic updates to the Regional Executive Director of Education and the Education Committee of the Tri-County Regional Centre for Education.
11. For the purposes of this policy, the appropriate Coordinator shall be responsible for Independent Study Contracts.

**APPENDIX A**

**CONTRACT FOR INDEPENDENT STUDY**

Student's name: \_\_\_\_\_ Teacher's name: \_\_\_\_\_

Name of course: \_\_\_\_\_ Grade level: \_\_\_\_\_ Credit type: \_\_\_\_\_

Date of application: \_\_\_\_\_

Intended date of Commencement: \_\_\_\_\_

Intended date of completion: \_\_\_\_\_

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**APPROVED**

Supervising teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Guidance counsellor: \_\_\_\_\_ Date: \_\_\_\_\_

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

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**RATIONALE:**

*What are the learning goals and needs that will be met by this independent study course?*

**SUMMARY:**

*Please provide an overview of independent study course.*

**APPENDIX A** (cont'd)

**APPLICATION FOR CONTRACT FOR INDEPENDENT STUDY (cont'd)**

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**COURSE OUTLINE**

**1. Expected Learning Outcomes:**

*What do you expect to know and be able to do as a result of your independent study?*

**2. Relationship of course to Essential Graduation Learnings**

*In what ways will your independent study help you to develop the essential graduation learnings (aesthetic expression, citizenship, communication, personal development, problem solving, technological competence)?*

**3. Course content and Organization:**

*Please indicate timelines.*

**4. Learning Resources:**

*What resources will you use for your independent study? (Materials, technologies, human and community resources)*

**APPENDIX A** (cont'd)

**APPLICATION FOR CONTRACT FOR INDEPENDENT STUDY (cont'd)**

Page 3 of application

**DETAILED LEARNING AND ASSESSMENT PLAN**

**1. Learning Experiences:**

*Please provide details of learning experiences and activities you plan to undertake.*

**2. Record keeping:**

*How will you record and reflect on your learning experiences? E.g., learning log/journal.*

**3. Assessment and Evaluation:**

*What strategies will you and your teacher use to assess your learnings and performance? What assessment tasks/assignments will you complete (please include a timeline)? How will you demonstrate what you know and area able to do as a result of your independent study? On what basis/criteria will the final mark for your independent study be determined?*

**Student's comments:**

**APPENDIX A** (cont'd)

**APPLICATION FOR CONTRACT FOR INDEPENDENT STUDY (cont'd)**

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**Teacher's comments:**

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**To be completed upon successful completion of independent study**

Date of final review: \_\_\_\_\_

Course and make assigned: \_\_\_\_\_

\_\_\_\_\_  
Principal

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*fhb 02Jul24*