

# OXROSE ACADEMY

## Independent Credit ~ Academic

*Independent Academic Credits allow students to earn academic credit for course study carried out via tutoring found in their location (either in the home or outside it). The credits are not transfer credits from other institutions (which are approached differently), but are credits awarded by Oxrose for learning that does not take place under the auspices of another academic institution, though it is carried out by a non-Oxrose instructor. The grade received for a course by the student will be determined by Oxrose once all the materials have been received and assessed.*

*As a Roman Catholic, liberal arts, and Thomistic school, our course work is designed with certain educational goals, methodological preferences, source dependencies, and Oxrosian idiosyncrasies. Our preference is that students seeking graduation through Oxrose complete all required courses in Live classes at the school. Granting that this is not always possible and that the needs of some students require flexibility, independent credit is available. To earn independent credit the course work completed must be found, upon scrutiny, to match Oxrose courses, regarding the content and quality of the materials, the quality of the instruction, and the amount of time spent. In cases in which the work is being accepted as an alternative to an Oxrose course, the independent work must match that course particularly closely.*

*A minimum total of approximately 150 hours of cumulative time is required for one credit in a core course. 75 hours for a half credit. For less rigorous and non-academic courses, a minimum of 120 hours and 60 hours respectively, are required. For 1.5 credit courses a minimum of approximately 210 hours is required.*

*In addition to scrutinizing the course itself, the student's work in the course will be assessed so that a grade can be applied at the time the course is approved for credit. It should be noted that though a record of grades is required with the independent course application, Oxrose will independently assign a grade to the student for the course. The grade assignor will take into account the materials used and the difficulty of the course, as well as the grades earned, the sample work, and the assessments.*

*In order to guarantee the fitness and completion of each course of study, there is a two-step process for achieving credit: 1) application and 2) documentation. Application includes the completion and submission of the application form. Once an application is approved and payment received, the student will be enrolled in the IC course suite wherein the materials and upload portals for documentation can be accessed. Deadlines apply.*

*The documentation required will reflect the general requirements given above and will vary based on the specific subject area. It will include the following categories: syllabus (instructor, objectives, schedule, and materials), attendance/work hours, gradebook, and samples.*

*Independent Academic Credits will be awarded at the end of the academic year, once all documentation has been submitted, processed, and approved.*

# Independent Credit ~ Academic: Application

The goal of this form is to provide a rough outline of the course of study, to ensure that it meets the requirements of the school.

Student Name:	Parent Name:
Date:	Phone:
Email:	
Subject:	
Course Title/Description:	
Estimated Course Grade Level:	
What required course, if any, is this intended to replace:	
Credit Value: <input type="checkbox"/> Full Credit <input type="checkbox"/> Half-Credit	

Briefly answer each question:

1. Instructor: (Including name, education and experience. Parent instructors are welcome.)

2. Materials (books, workbooks, video presentations, plans, etc.)

3. Course Activities (types of work and activities to be completed)

4. Schedule (the estimated number of hours per week of instruction, independent work, the number of weeks for the year, and the estimated total hours)

5. Assessments (Types and Number of Each)

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**Office Use.** Assessed by:

Approved  Which work samples & assessments required?

Rejected  Why?