

CORRESPONDENCE AND INDEPENDENT STUDY COURSE CREDITS

Policy Code: **3101**

In support of board policy 3100, Curriculum Development, and the board's encouragement of expanded curriculum development, the following board requirements are adopted for granting credit for correspondence and independent study courses.

1. The course must be approved in advance by the principal and the superintendent.
2. A current member of the high school faculty must supervise the student in his or her correspondence or independent study work.
3. A correspondence course must be conducted by an accredited college or university.
4. To receive credit for the correspondence course, the college or university from which the course is offered must provide such essential information as is generally included in official transcripts of school records.

This information includes:

- a. identification of content of subject matter covered;
- b. a syllabus from the course instructor which includes course goals, objectives, course activities, and grade requirements;
- c. the number of clock hours of instruction in the course;
- d. the student's achievement or performance level in the course.

In case of independent study credit, it will be the responsibility of the designated teacher to provide the above information.

Legal References: G.S. 115C-36, -47, -81; 16 NCAC 6D .0103

Cross References: Curriculum Development (policy 3100)

Adopted: November 7, 2005