



Independent Study Courses

Note: All courses are subject to availability of textbooks and workbooks.

Independent Study courses are identified by the letters A and B used at the end of the course number. The letter A identifies first-semester courses, and the letter B identifies second-semester courses. Each semester is one-half credit.

English

42310111.....	Freshman English A
42310112.....	Freshman English B
42320111.....	Sophomore English A
42320112.....	Sophomore English B
42330111.....	Junior English A
42330112.....	Junior English B
42340111.....	Senior English A
42340112.....	Senior English B

Business Education

45046841.....	Introduction to Business A
45046842.....	Introduction to Business B
45003341.....	Business Math A
45003342.....	Business Math B

Health

48910111.....	Health
---------------	--------

Mathematics

42710211.....	Algebra I A
42710212.....	Algebra I B
42730211.....	Algebra II A
42730212.....	Algebra II B

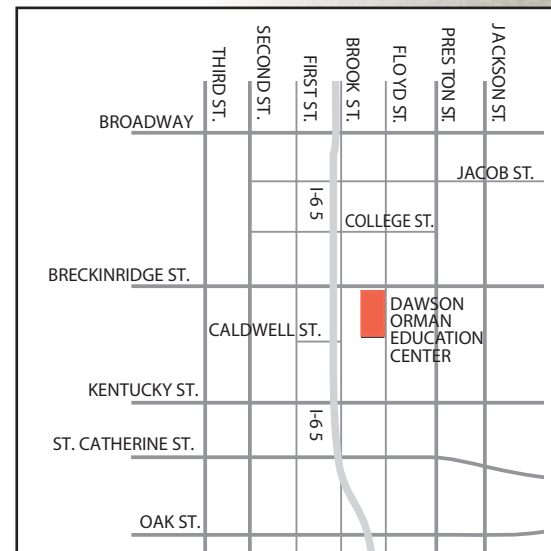
Science

44010011.....	Freshman Integrated Science 1A—Part I
44010012.....	Freshman Integrated Science 1A—Part II
44120111.....	Biology A
44120112.....	Biology B
44230311.....	Chemistry/Community A
44230312.....	Chemistry/Community B

Social Studies

42210011.....	Survey of Social Sciences A
42210012.....	Survey of Social Sciences B
42220111.....	World Civilizations A
42220112.....	World Civilizations B
42230011.....	United States History A
42230012.....	United States History B
42240211.....	Introduction to Psychology A
42240212.....	Introduction to Psychology B
42240311.....	Government and Politics A
42240312.....	Government and Politics B
42241411.....	African-American History A
42241412.....	African-American History B

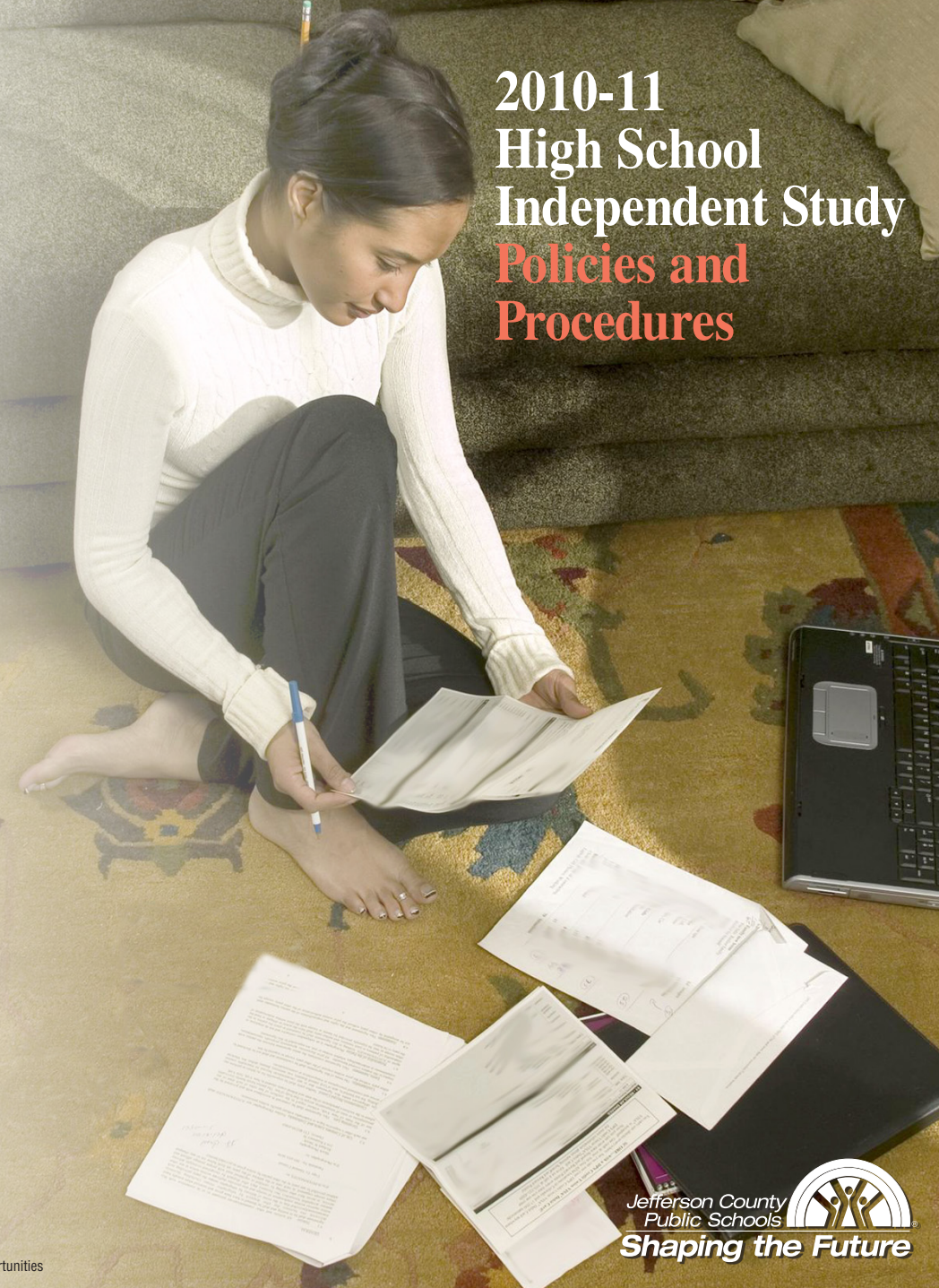
Independent Study Program
 Dawson Orman Education Center
 900 South Floyd Street
 Louisville, KY 40203
Telephone: 485-3046
 Fax: 485-7801



The parking lot is located on the south side of the building.

JEFFERSON COUNTY PUBLIC SCHOOLS

2010-11 High School Independent Study Policies and Procedures





Independent Study General Information

The Independent Study Program provides opportunities for students to meet their educational needs by completing independent work through correspondence. Students may enroll in Independent Study courses in order to eliminate deficiencies on high school transcripts and to earn additional credits toward graduation. Students may also enroll for enrichment purposes.

The principal or authorized agent must approve the application of each student, noting the subject that the student is to take and determining that the student meets the qualifications for eligibility. The principal or authorized agent is responsible for seeing that the maximum number of credits allowed by correspondence work toward graduation is not exceeded.



Limitations

- Students who are under 21 years of age, are currently enrolled in high school, and whom the school principal or authorized agent recommends may earn by correspondence a maximum of **five credits** toward the required credits for graduation. No more than **two credits** may be earned in any one calendar year.
- Persons 21 years of age or older who have withdrawn from school may earn a maximum of one-fourth the number of credits required for graduation through correspondence.
- Persons who have been withdrawn from school for at least ten years may earn a maximum of one-half of the number of credits required for graduation through correspondence.
- The maximum number of credits any student may carry at any one time is determined by the school principal or authorized agent.



Enrollment Cost

- Students must obtain approval in writing from their principal or authorized agent. Application forms are available at the assigned school and in the Independent Study Office.
- Students must enroll in person at the Independent Study Office so that instructions and course requirements can be explained.
- Tuition and workbook costs are \$75 per half unit of credit. The textbook charge varies by course. The exact cost of any course depends on the cost of the textbook(s).
- All fees must be paid at the time of enrollment. Fees may be paid by check, money order, cash, or credit card. **MasterCard and VISA are accepted.**



Independent Study Office Hours

Monday, Wednesday, and Friday:
8 a.m. to 4:30 p.m.

Tuesday and Thursday:
8 a.m. to 8:30 p.m.



Refunds

- If a student discontinues a course and applies for a refund within one month of the date of enrollment, a refund of the tuition is made, **minus** a \$5 registration fee and a \$2 fee for each unit of work received and graded. **No refunds will be made past the one-month period.**
- A student who would like a textbook refund should return the textbook when he or she passes the final examination. When books are returned to the Independent Study Office in good condition, a 60 percent refund of the purchase price is made. The refund check is mailed to the address on the application unless otherwise requested. **Please allow three weeks for check processing.**



Transfers

- With the approval of the principal or authorized agent, a student may transfer to another course within one month of enrollment by paying a transfer fee of \$5 and a \$2 fee for each unit of work completed in the original course.
- When a transfer is granted, the new course must be completed within the maximum completion date of one year from the original date of enrollment unless specified by the student's counselor or authorized school agent.
- The enrollment fee cannot be transferred from one person to another.



Course Requirements

- Students should follow the instructions for each assignment in the workbook issued with each course. **All work assignments should be kept in order, according to the lesson or assignment number.** Student work should be submitted in ink in all courses except math. Students should show the computational work on all lessons completed for courses.
- Students should do their own work. Lessons done in two different handwriting styles are easily detected and must be redone, or a failing grade is given.
- **Please submit each unit of the course as it is completed. Do not send in individual assignments. Do not submit multiple units. Failure to comply delays the grading process. Units are graded as if they were submitted individually. It is strongly recommended that a copy of each unit be kept until the course is completed and a passing grade has been earned.**
- Please put your return address on your mail. You are responsible for delivering your work to us. **Be sure your name is on each unit.** Mail or deliver all units to:

**Independent Study Program
Dawson Orman Education Center
900 South Floyd Street
Louisville, KY 40203**

- **Do not mail the self-check tests that appear in your course. Keep them to study for the final examination.**
- If students are interested in their progress, they may enclose a **stamped**, self-addressed postcard. Students are automatically notified when an unsatisfactory (U) grade is made. **All unsatisfactory units must be corrected, resubmitted, and regraded.** In addition to correctness of responses, unit assignments are graded based on the following criteria:
 - The student's handwriting is legible.
 - The student has followed directions.
 - The student has completed all work in the unit.

Homework is kept for 30 days, after which time it is destroyed. Students may view their homework by making an appointment at the Independent Study Office within the 30-day time period.



Final Examination

- When all of the assigned coursework has been successfully completed and received by the Independent Study Office, the student should call the Independent Study Office at **485-3046** for an appointment to take the final examination. **Allow two to five working days per unit for grading homework. Independent Study finals are given on Tuesday, Wednesday, and Thursday by appointment.**
- A passing score (at least 70 percent) on a supervised final examination is required upon satisfactory completion of all assigned work.
- **Final examination problems/questions are taken from the self-check tests included in each course. The student should use the self-check tests to study for the final examination.**
- The final examination score counts as 25 percent of the final grade. Homework assignments count 75 percent. However, students must receive a passing score (at least 70 percent) on the final examination in order to receive credit for the course.



Grades—Time Limitations

- All coursework must be turned in and graded before a student can schedule the final examination.
- Upon successful completion of a course, the student is notified of his or her final course grade. The Independent Study Office also sends a copy of the course grade report to the school official indicated on the Enrollment Application.
- Courses expire one year from the date of enrollment. If the student's counselor requires an earlier completion date, it must be indicated on the Enrollment Application. It is the student's responsibility to comply with all deadlines.

