

OXROSE ACADEMY

Independent Credit ~ Academic: Documentation

The following documents are required:

- Syllabus: Must include information on the Instructor, Objectives, Schedule, and Materials. Either fill out the form below or provide a copy of the official syllabus.
- Attendance Form: Must include both lesson and course work hours. Either fill out the form below or provide a copy, as provided by the instructor.
- Gradebook: Must include all assessed work, including weekly homework, quizzes, projects, and exams. Either fill out the form or provide a copy.
- Samples: Must include those items specified by Oxrose for the particular course of study.

All forms and samples are to be scanned and submitted in PDF format in the IC course suite.

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). They are available in the academic areas of our core courses. 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, classical, 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 closely match the Oxrose courses for which it is being accepted as an alternative, regarding the content and quality of the materials, the quality of the instruction, and the amount of time spent.

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 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 from the course instructor, 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. The documentation required will reflect the general requirements given above, but may vary based on the subject area. Independent Academic Credits will be awarded at the end of the academic year, once all documentation has been submitted, processed, and approved.

Deadline to receive all materials for credit is May 22nd of the academic year of application.

Independent Academic Credit Application

Reminder: This application is subject to review and approval.

Student Name:	Parent Name:
Date:	Phone:
Email:	

Subject:			
Description:			
Course Title:			
Academic Year:	Letter Grade:	Percentage:	<input type="checkbox"/> One & Half Credit <input type="checkbox"/> One Credit <input type="checkbox"/> Half-Credit
What course, if any, is this intended to replace:			

Briefly comment on each of the following items. 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.

1. Instructor: (Including name, education and experience)

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

3. Course Activities (types of homework completed, class activities engaged in)

4. Schedule: Give the estimated number of hours per week of instruction, the number of hours of independent work, and the number of weeks for the year.

5. Assessments (Type and Schedule for Each):

Office Use:

<i>Approved:</i>
<i>Which work samples required?</i>
<i>Which assessments required?</i>

Academic: **Course Objectives**

Describe the learning goals (important facts, concepts, moral lessons, and theories) and proficiency goals (practical skills and abilities) that determine the educational purpose of this course.

Learning Goals

1. **Wisdom: To know what is real, find God, and see clearly the ramifications for my life.**

2.

3.

4.

5.

Proficiency Goals

6.

7.

8.

9.

10.

Academic: **Course Schedule**

Provide the topic, readings, and tasks divided by week. The course need not use all spaces provided.

Week 1:

Week 19:

Week 2:

Week 20:

Week 3:

Week 21:

Week 4:

Week 22:

Week 5:

Week 23:

Week 6:

Week 24:

Week 7:

Week 25:

Week 8:

Week 26:

Week 9:

Week 27:

Week 10:

Week 28:

Week 11:

Week 29:

Week 12:

Week 30:

Week 13:

Week 31:

Week 14:

Week 32:

Week 15:

Week 33:

Week 16:

Week 34:

Week 17:

Week 35:

Week 18:

Week 36:

For reference, write down or append the sample work & assessments requirements given by Oxrose:

Academic: Attendance Form

Parents, please record the hours of lesson/classroom instruction time AND the hours of independent work time for each week. For an absence from a scheduled lesson, simply record zero hours. If no work is completed in a given week, simply leave it blank. An academic course of one credit requires approximately 150 hours total, a non-academic course approximately 120.

	Date Range:	Class Hours	Work Hours
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16			
Week 17			
Week 18			
Week 19			
Week 20			
Week 21			
Week 22			
Week 23			
Week 24			
Week 25			
Week 26			
Week 27			
Week 28			
Week 29			
Week 30			
Week 31			
Week 32			
Week 33			
Week 34			
Week 35			
Week 36			
	TOTALS:		

