

**CRANFORD PUBLIC SCHOOLS  
CRANFORD, NEW JERSEY**

**ADMINISTRATIVE REGULATION**

**INDEPENDENT STUDY**

Circumstances Supporting Independent Study Options

- A. A pupil engages in a “Structured Learning Experience” which, as defined by the New Jersey State Department of Education, can include an extended community service project, a work experience which has its primary purpose the furthering of career education, and/or other life experiences that occur outside the regular classroom.
- B. A pupil works on a project with adult mentor(s) in an area not covered in the Cranford Program of Studies.
- C. A pupil enrolls in a college/university course to pursue study that is not available at Cranford High School.

The Process

Pupils undertaking independent study shall require a “Teacher of Record.”

- A. The Teacher of Record must be a certified staff member employed by the Cranford School District.
- B. The Teacher of Record shall:
  - 1. be assigned by the building principal to facilitate the request for independent study.
  - 2. assist the pupil in creating benchmarks for the successful completion of the independent study.
  - 3. meet with the independent study student for a minimum of 30 hours over the span of the school year, and
  - 4. act as a conduit with the guidance department so that transcript records are properly maintained.
- C. The Teacher of Record may assist no more than three pupils during any semester
- D. The Teacher of Record will receive a maximum of 40 hours compensation at the rate established by the negotiated agreement. Compensation will be provided by course and not by student.
- E. A written proposal will be developed by the pupil and will be presented to their assigned guidance counselor. It shall contain a detailed summary of the independent study to be undertaken, including:
  - 1. the proposal will state the problem that is to be solved or the body of knowledge to be gained.
  - 2. the proposal will state the specific outcomes expected from the independent study
  - 3. the proposal will outline the process to be used for the independent study including the method for assessment

4. the proposal will contain a justification for the amount of credit to be awarded.
- F. Pupils undertaking independent study that follows an existing course syllabus for a class that could not be scheduled and pupils enrolled in a college or university will recast the syllabus to conform to the requirements listed in this section.
- G. The independent study proposal shall be forwarded to the supervisor of academic affairs who may provide preliminary approval or make recommendations for improvement prior to the recommending the proposal to the Superintendent of Schools.
- H. Because independent study is viewed as a new course, the course approval must be sought from the board of education. All teachers recommended as independent study teacher of record must also be approved by the board of education.

#### Timelines

- A. In order for an independent study to be undertaken during a school year, the proposal must be submitted to the guidance counselor no later than June 1 for a full year or a first semester class. A second semester class would require a proposal no later than November 30.
- B. The duration of an independent study should be at least one semester.
- C. The grade to be posted for the independent study should be submitted to the guidance office according to the schedule for all courses that semester.
- D. Pupils wishing to withdraw from an independent study will be required to abide by the timeline established for other courses.

#### Credit, Transcript Listing and Grades

- A. The amount of credit for an independent study project will be included in the proposal to the high school principal and assistant superintendent for curriculum and instruction. Justification for the credit requested will also be included.
- B. The supervisor for academic affairs may make adjustments in the amount of credit assigned to the independent study project when they approve the project.
- C. The grade for the project will be determined by the Teacher of Record. The grade will not be averaged into the GPA.