

Independent Study Guidelines

PT, OP, and Para employees wishing to pursue alternate course work may submit a request for independent study credits (note: Paras are limited to one Independent Study per year). All proposed studies must include a description of the course work (syllabus or course agenda) and a copy of the employee's current Professional Growth Plan. In addition, all course work must be pre-approved through the Classified Professional Development (CPD) office. If approved, and upon successful completion, documentation, and evaluation of course, the employee shall earn PEP credit under the Independent Study Component of the Professional Excellence Program.

In order to qualify for approval the following guidelines must be met:

1. Participants must complete the Independent Study Request / Cover Sheet form and submit to CPD at least two weeks prior to the class start date to allow adequate time for review.
2. Requests for independent study must include a copy of the material that includes the course description, course requirements (such as homework and grading, etc.); the number of instructor contact hours; dates, times, and locations; and the institution providing the credit.
3. Credit is given for the number of course hours, not to exceed 30 hours. Attendance is required for all hours for which credit is sought.
4. The course must be graded or pass/fail. (Certificate of attendance or completion is not acceptable.)
5. The course must require homework or completion of work outside of class time and this work must be evaluated for passing or grade.
6. All time spent in class and on homework must be the employees own time. Courses taken on district time do not apply.
7. **Upon completion of the course** – the following must be attached to the Independent Study Request /Cover Sheet and submitted to Classified Professional Development.
 1. A summary of the class learning experience (word-processed) – minimum one page (or for those who prefer – a copy of the completed outside homework).
 2. Official transcripts or grade documents showing a passing grade in the class (minimum 2.0) Credit will not be granted without these documents.

Upon review of the above information your Independent Study Stipend will be processed for payment. Please allow a minimum of two to three weeks for processing.