

Chapter 4 – Academic Affairs

AP 4101 Independent Study

References:

Title 5 Sections 55230 et seq.

Independent study is a mode of instruction in which students are not required to be under the immediate supervision and control of a qualified academic employee. In this context, independent study refers to a course that is not regularly scheduled, but for which it is expected that the student will interact directly with the instructor on an individual basis.

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^ An independent study courses program shall be offered by the College if a learning contract for the specific course has been signed by the student taking the course, the faculty member the course, and the faculty member's immediate management supervisor. The learning contract must be submitted to the Division Office Admissions and Records Office by deadlines established by the College; must include the number of units and hours of study required; arrangements for consultation with the instructor; the work product to be evaluated; and the College facility required.

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Academic standards for independent study are the same as those applied to other credit courses or noncredit courses. Under instructor and departmental supervision, students will plan and outline a rigorous and in-depth course of study on approved topics within approved subject areas. This plan will be submitted in writing for approval and the instructor will guide the course of study.

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^ Procedures for evaluation of student progress are the same as those applied to other credit courses.

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It is advisable for students who choose to enroll in independent study courses to have completed one term of college work and should have taken at least a minimum of one previous course in the specific department in which they will do the independent study.

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^ Access to the instructor during established office hours is the same as that commonly available to students in courses conducted by other instructional methods.

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Students enrolling in an independent study course in a Career Technical Education field must be enrolled in a major or certificate in the Career Technical Education area of which the independent study project is a part.

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Reporting independent study courses to the State Chancellor's Office for apportionment must comply with the provisions of Title 5 Section 58003.1.

Independent Study Contract

The terms of this agreement are established between the student and the faculty member, ~~and~~ approved by the Division Dean, and must include the number of units and hours of study required.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

Legal Citations for AP 4104
Title 5 Sections 55230 et seq.

5 CCR § 55230
Cal. Admin. Code tit. 5, § 55230

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULM AND INSTRUCITON
SUBCHAPTER 3. ALTERNATIVE INSTRUCTIONAL METHODOLOGIES
ARTICLE 3. INDPENDENT STUDY

§ 55230. Purpose.

The provisions of this article should be read in conjunction with the provisions of sections 58051 and 58003.1 concerning attendance in approved courses and programs designed and conducted as independent study.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

5CCR § 55232
Cal. Admin. Code tit. 5, § 55232

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§55232. Academic Standards.

Academic standards applicable to courses of independent study shall be the same as those applied to other credit or noncredit courses, as appropriate, at the college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

5 CCR § 55234
Cal. Admin. Code tit. 5, § 55234

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§55234. Student Progress.

Procedures for evaluation of student progress shall be in accordance with regulations established by the college. A report by an instructor on appropriate records bearing a student's name for purpose of state apportionment shall certify that adequate and proper progress toward accomplishment of course objectives is being maintained by the student.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

5 CCR § 55236
Cal. Admin. Code tit. 5, § 55236

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§55236. Availability of Instructor.

The college shall provide access to the instructor for the students enrolled in courses offered pursuant to this article at least equivalent to that commonly available to students enrolled in courses conducted by other instructional methods in addition to regularly scheduled office hours as practiced at that college.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

5 CCR § 55238
Cal. Admin. Code tit. 5, § 55238

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§55238. Ellibility for State Funds.

In order for attendance in a course of independent study to be eligible for state apportionment pursuant to the provisions of this article, the course must be reported as required by this article, and meet all other requirements of statute and regulation relative to eligibility for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, 70902, and 78310, Education Code.

5 CCR § 55230
Cal. Admin. Code tit. 5, § 55230

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§55240. Instruction.

The instructor assigned to a course conducted pursuant to this article shall: (a) Be qualified to provide service in that capacity during the period in which that service is rendered;

(b) Be responsible for the supervision, control, and evaluation of the course and the enrolled students;

(c) Provide orientation, guidance, and information regarding course content materials and services for each student as soon as possible subsequent to the student's official enrolment by the college; and

(d) Provide each student with the instructor's consultation schedule for the semester, quarter, or other prescribed term of the course. This schedule is to be included in the written record of student progress required by section 55234.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

5 CCR § 55234
Cal. Admin. Code tit. 5, § 55234