

Academic Affairs

1 **AP 4101 INDEPENDENT STUDY**

2 **References:**

3 Title 5, Sections 55230 et seq.

4 When circumstances warrant offering a special course to an individual student, an
5 instructor may register that student in an individual Independent Study course. The
6 student and the instructor shall complete a written contract that addresses the following:

- 7 • Academic standards for independent study, which shall be the same as those
8 applied to other credit courses or noncredit courses.
- 9 • Specified number of hours of study required to reach the goals of the course.
- 10 • College facilities needed, if any, for the student while working on his/her/their
11 goals.
- 12 • Number of meetings to be scheduled between the student and the faculty member.
13 Access to the instructor must be at least equivalent to that commonly available to
14 students in courses conducted by other instructional methods.
- 15 • Procedures to be followed to monitor student progress.
- 16 • How the student will demonstrate his/her/their accomplishment or mastery of the
17 goal.

18 The contract must be approved by the appropriate Instructional Dean.

19 Grades are Pass/No Pass. If the contract is not completed by the end of the semester, a
20 grade of No Pass will be awarded. Independent study courses in any combination may
21 be taken for a maximum of six units. These courses are repeatable up to a maximum of
22 four units in one departmental discipline.

23 Office of Primary Responsibility: Vice President, Academic Affairs

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