

**ADMINISTRATIVE PROCEDURE 4101 INDEPENDENT STUDY**

Independent Study permits a student to explore an area of study or project of his/her choice not covered by regular catalog offerings. Such study may include directed field experience, research, or development of skills and competence.

**I. Conditions for Independent Study**

- A. The student must have completed 12 semester units at the college.
- B. The student must be concurrently enrolled in at least one other class at the college.
- C. The student can enroll in one (1) Independent Study course in any given semester which cannot exceed five (5) units.
- D. The student can only earn a maximum of five (5) units in any one discipline, regardless of the number of Repeats.

**II. Approval Process for Independent Study**

- A. The student must demonstrate that his or her background is adequate for the proposed course of study and must have prior successful academic experience in the particular discipline of study.
- B. The student must submit the required Independent Study form, with a written request, including an outline of the project to the instructor (contract full-time instructor) and obtain written approval prior to the end of the second week of the semester.
- C. The student must have approval of the department chair.
- D. The student must have the approval of the Office of Instruction.

**III. Independent Study Course Characteristics**

- A. Independent Study courses are conducted by full-time instructional faculty; are graded in a manner consistent to other course offerings; and students have access to the instructor during the instructors office hours or at other times with the instructor's consent.
- B. These courses may count as electives and generally do not fulfill specific Associate degree requirements.
- C. Transfer credit for Independent Study (49's) is contingent upon an evaluation of the course by the receiving University of California. Independent Study (49's) transfers as elective credit to the CSU system.

## References:

Title 5 Sections 55230 et seq.

Approved by the Chancellor: January 31, 2012