Independent study is a mode of instruction in which students are required to be under the immediate supervision, control and evaluation, but not necessarily in the immediate presence, of a qualified academic employee. (Title 5 58051) 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. (PCAH) Independent study is a course designed to offer one-on-one instruction with one or a few students to achieve specific goals beyond the current scope of existing courses. Such a course should be fairly specific, can collect apportionment and has clear rules about faculty and student activities and interaction required (Mustard Book).

I. INDEPENDENT STUDY PROVISIONS

1. Enrollment in an Independent Study Course requires prior approval based on information provided in an Independent Study Petition.

2. Independent study courses may not be used by a student to satisfy breadth or major requirements or be used as a substitute for any regularly scheduled course.

3. Independent study units cannot apply toward the General Education requirement.

4. Transfer of independent study units is not guaranteed.

5. Access to the instructor is equivalent to that commonly available to students in courses conducted by other instructional methods.

6. Academic standards for independent study are the same as those applied to other credit courses.

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

8. Independent study courses shall have a unique course identification number and may be offered for 1-5 units.

9. A student may earn no more than nine (9) units in independent study at the college.

10. The independent course must be completed by the end of the term in which the application is made.

11. Special Admissions Students (K-12) are not eligible for independent study courses.
II. **INDEPENDENT STUDY PETITION**

1. Petitions for independent study shall be available in the college Office of Instruction or in the college Office of Admissions and Records.

2. The Independent Study Petition must be approved by the instructor who will supervise the independent study, the division/school dean, Curriculum Committee, the Academic Senate, and the Office of Instruction.

3. The completed Independent Study Petition shall contain, but is not limited to:
   - a statement showing that the student’s background is adequate for the proposed study,
   - student learning objectives;
   - topics covered;
   - methods of evaluation;
   - student’s responsibilities, including reading, writing, and oral presentation requirements equivalent to credit courses conducted by other instructional methods
   - required materials; and
   - number of units

4. Completed petitions shall be filed no later than the tenth day of classes in the Office of Admissions and Records to complete enrollment (Calif. Ed. Code, Section 70902).

References:

*Title 5 Sections 55230 et seq., 58051*
*The Course Outline of Record: A Curriculum Reference Guide, ASCCC, 2008*