

Independent Study

Reference: Title 5, Sections 55230 et seq.

Independent study courses are permitted when the student is in the last term immediately preceding receipt of a degree or certificate and is unable to register for a needed course because of one or more of the following reasons:

- medical emergency;
- course required for graduation not offered within the last four (4) semesters;
- course canceled due to insufficient enrollment; or
- unforeseen change in job status.

The maximum number of units allowed by independent study is ten (10).

Once properly documented, independent study status is begun only upon approval by the Vice President of Instruction and the Professor selected to supervise the study. The Professor specifies the requirements to be completed by the student. These requirements may include tests, periodic class attendance and term papers.

The regular grading system applies to all independent study. Grades earned by independent study have the same status as those acquired through regular class attendance. Procedures for evaluation of student progress shall be in accordance with regulations set by the college. A report by the Professor on appropriate records bearing the student's name for the purposes of state apportionment shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Access to the Professor shall be, at minimum, equivalent to that commonly available to the students in courses conducted by other instructional methods, in addition to regularly scheduled office hours as practiced by the college.

Students taking a course through independent study must register for the specific course section in the regular manner.

09/25/08 College Council Approval
10/28/08 Board First Read
11/18/08 Board Second Read and Approval