Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4101 INDEPENDENT STUDY

References:
Title 5 Sections 55230 et seq.

NOTE: *This procedure is **legally required**. Local practice may be inserted here, but must include the following:*

- *Procedures for approval of independent study programs*
- *Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.*
- *Procedures for evaluation of student progress*
- *Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods*

NOTE: *The detailed language below is from current KCCD Policy 4B8 titled Independent Study.*

The purpose of Independent Study is to fulfill a student's immediate need due to circumstances beyond their control as determined by the College Vice Presidents, Academic Affairs, to meet a specific requirement for their degree, certificate, major, or for transfer.

Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.

Academic standards applicable to Independent Study shall be the same as those applied to other credit and non-credit courses.

Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.

Faculty conducting Independent Study shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours.

Instructors of Independent Study shall:

- Meet the same standards used for qualifying, as other instructors for a teaching assignment.
- Provide orientation, guidance, and other information relevant to the Independent Study course to the students enrolled.
- Provide each Independent Study student with the instructor's consultation schedule. This schedule is to be included in the written record of student progress required by Title 5, Section 55234.

The method of instruction for Independent Study shall be outlined and reviewed with the student by the supervising faculty assigned, with the student being held accountable on a regular basis for the material that has been assigned.

Attendance for Independent Study must be reported as outlined in the State Student Accounting Manual.

Sample 1 from another District:

Independent study programs are developed by establishing a learning contract for the specific class and must be signed by the student taking the class, the faculty member teaching the class, and the division dean. The learning contract is established in consultation with a faculty member and must be submitted to the Admissions and Records Office by the deadlines established by the colleges. It must include the number of units and hours of study required, the work product to be evaluated, and the college facilities required.

Academic standards and procedures for evaluation of student progress for independent study are the same as those applied to other credit or noncredit courses.

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

Sample 2 from another District:

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 semesters;
- course canceled due to insufficient enrollment; or
- unforeseen change in job status.

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

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.

Sample 3 from another District:

Independent study courses provide individual students challenging and in-depth study on approved topics within any subject area. They provide the students experience in planning and outlining a course of study on their own initiative under instructor and departmental supervision.

Students desiring to register for an Independent Study course must first develop their own project and submit this in writing for the approval of the instructor who will guide the project, and the appropriate administrator.

A learning contract is established in consultation with a faculty member and must be submitted to the Admissions and Records office by the deadlines established by the

college. It must include the number of units and hours of study required, the work product to be evaluated, and the college facility required.

It is recommended that students who contemplate enrolling for Independent Study courses should have completed one semester 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.

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

Academic standards for independent study are the same at those applied to other credit or noncredit courses.

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

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

The University of California (UC) determines credit after transfer, which means that independent study courses are not counted for admission. Students should be advised to see a counselor for details.

***(NOTE:** Also see sample language from other Districts included in the notebook)*

***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration.*

Approved:

(This is a new procedure)

Legal Citations for AP 4101

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. CURRICULUM AND INSTRUCTION
SUBCHAPTER 3. ALTERNATIVE INSTRUCTIONAL METHODOLOGIES
ARTICLE 3. INDEPENDENT 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.

5 CCR § 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 the student's name for purposes of state apportionment shall certify that adequate and proper progress toward accomplishment of the 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. Eligibility 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: Sections 70901, 70902 and 78310, Education Code.

5 CCR § 55240
Cal. Admin. Code tit. 5, § 55240

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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 enrollment 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.