

ADMINISTRATIVE REGULATION 4101

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

INDEPENDENT STUDY

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. Independent study refers to a course that is not regularly scheduled but for which students are expected to interact directly with the instructor on an individual basis. Independent study offers one-on-one instruction with one or a small number of 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.

I. INDEPENDENT STUDY PROVISIONS

- A. Enrollment in an independent study course requires prior approval based on information provided in an *Independent Study Petition*.
- B. Independent study courses may not be used by a student to satisfy breadth or major requirements or be used as a substitute for regularly scheduled courses.
- C. Independent study units cannot apply toward the General Education requirement.
- D. Transfer of independent study units is not guaranteed.
- E. Access to the instructor is equivalent to that commonly available to students in courses conducted by other instructional methods.
- F. Academic standards for independent study are the same as those applied to other credit courses.
- G. Procedures for evaluation of student progress are the same as those applied to other credit courses.
- H. Independent study courses shall have a unique course identification number and may be offered for 1-5 units.
- I. A student may earn no more than nine (9) total units in independent study at the college.
- J. The independent course must be completed by the end of the term in which the application is made.
- K. Special Admissions Students (K-12) are not eligible for independent study courses.

II. INDEPENDENT STUDY PETITION

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

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- B. The Independent Study Petition must be approved by the instructor who will supervise the independent study, the division/school dean, the Curriculum Committee, the Academic Senate, and the Office of Instruction.
- C. The completed Independent Study Petition shall contain, but is not limited to:
 - 1. a statement showing that the student's background is adequate for the proposed study;
 - 2. student learning objectives and outcomes;
 - 3. topics covered;
 - 4. methods of evaluation;
 - 5. student's responsibilities, including requirements equivalent to credit courses conducted by other instructional methods;
 - 6. required materials; and
 - 7. number of units.
- D. 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., and 58051

Program and Course Approval Handbook, 6th Edition, CCCCCO, 2016

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