

AP 4101 INDEPENDENT STUDY

References:

Title 5 Sections 55230 et seq.

Independent study programs shall be offered by the colleges if a contract for the specific course is signed by the student taking the class, the instructor teaching the course, the instructor's immediate educational administrator, and the Chief Instructional Officer.

1. The Independent Study contract shall be completed and signed by the interested student for the course and submitted to the appropriate offices for approval within the required deadline dates and consequently authorization for registration to the course.
2. The student will consult with the instructor on written details of course expectations; number of units and hours of study required and arrangements for consultation with the instructor; method of evaluation; and the college facility required, if applicable.
3. Academic standards for independent study are the same as those applied to credit or noncredit courses.
4. Procedures for evaluation of student progress are the same as those applied to other credit or noncredit courses.
5. Access to the instructor is the same as that commonly available to students in courses conducted by others instructional methods.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **green ink** was added during the administrative review on April 10, 2013. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

Date Approved:

*(This is a new procedure recommended by the
Policy and Procedure Service)*

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.