

**INDEPENDENT STUDY**

The purpose of an independent study is to provide an opportunity for students, under the direction of an instructor, to participate in advanced individualized studies to supplement existing courses. The independent study requires a minimum of 52.5 hours of academic work per unit.

Before a student may enroll, the student must have completed ALL beginning level courses offered at the District in the subject. Only in very unusual cases may students be enrolled in independent study without completing the beginning level courses.

Credit for Independent Study is accepted at California State Universities. Independent Study courses are accepted for the granting of transfer credit at a University of California (UC) campus contingent upon an evaluation of the course outline by a UC campus (maximum credit allowed is 3-1/3 semester units per term).

A. Procedures for Approval of Independent Study Courses: Independent study courses are approved through the regular District curriculum process.

B. Academic Standards for Independent Study: Section 55232 of Title 5 requires that 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 District.

C. Instruction: Section 55240 of Title 5 requires that the instructor who supervises an independent study course shall be:

1. Responsible for the supervision, control, and evaluation of the course and the enrolled students.
2. Provide orientation, guidance, and information regarding course content materials and services for each student as soon as possible after the student's official enrollment by the District.
3. Provide each student with the instructor's consultation schedule for the semester. This schedule is to be included in the written record of student progress.

D. Evaluation of Student Progress: Section 55234 of Title 5 requires that 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 outcomes is being maintained by the student.

E. Access to Instructor: Section 55236 of Title 5 requires that the District provide access to the instructor for the students enrolled in independent study courses 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 by the District.

F. Application Procedures for Students: Students must follow the procedures below:

1. A student who has completed all beginning level courses and wishes to pursue a subject of interest must complete an Independent Study Agreement Form. A student must be currently registered at the College of the Sequoias District in one or more units before applying for independent study credit.
2. The student seeking independent study should outline his/her proposal and discuss it with an appropriate instructor. With the instructor's approval, the student should then complete the Independent Study Agreement Form. Once the form is completed, the student should return it to the supervising instructor. This approval process should be completed before the third week of the semester.
3. The form must then be signed by the instructor, Academic Dean and the Vice President, Academic Services, before the end of the 3rd week of the semester.
4. If approved, the form is sent from the Office of Academic Services to the Admissions and Records Office and the course is entered on the student's schedule of classes. Registration is complete at this point. A copy of the approved form is then sent to the student along with information regarding appropriate fees.
5. If disapproved, the reason for the disapproval is written (stated) on the form and returned to the instructor who approved the independent study. The instructor then notifies the student as to the reason for the denial.
6. Roll sheets are printed by the instructor.
7. At the end of the semester, grade reports are due in the Admissions and Records Office at the same time as those for regularly scheduled classes.
8. If the independent study project must continue beyond the semester's end, a grade of "I" (incomplete) will be assigned to the student. An incomplete grade must be made up according to the stated procedure in Administrative Procedure 4233 and in the College Catalog.
9. A complete roster of all independent study students will be kept by semester for a given year and filed in the Admissions and Records Office.

References: Title 5, Sections 55230, 55232, 55234, 55236

Form: Current Independent Study Agreement

Adopted: May 12, 2009

Revised: April 22, 2015