



## **AP 4101 INDEPENDENT STUDY**

### **References:**

Title 5 Sections 55230 et seq.

The District offers independent study courses (numbered 299) that provide opportunities for students to explore a subject in depth beyond what is possible in existing courses. A student may enroll in a maximum of four units per semester of independent study; however, the transfer student should check the policy of the four-year institution of choice regarding the number of units of independent study which may be earned each semester. University of California (U.C.) credit may be awarded only after transfer and at the discretion of the U.C. campus. Independent study units are NOT included in the 60 units required for transfer to the U.C. Students should consult with an academic counselor for more details regarding independent study.

To be eligible for independent study, a student must have completed a minimum of 12 units at the District, with a 2.5 GPA, and a minimum of four units, with a 3.0 GPA within the department.

Each student is responsible for acquainting himself/herself with department requirements and prerequisites, and for presenting his/her plan for study or project to an appropriate instructor. Instructors need not accept students for independent study.

Students who wish to register in independent study coursework should contact Admissions & Records to obtain the required form. The form must be signed by the instructor of record, the department chairperson, and the academic dean, and assigned a section number by the Scheduling Office. It should be returned to Admissions & Records by the end of the second week of the semester (first week for Summer) for official registration.

The instructor shall have regular, effective contact with independent study students equivalent to that available to students in courses conducted by other instructional methods.

Academic standards applicable to courses of independent study shall be the same as those applied to other credit courses.

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**Date Approved:** May 27, 2015