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**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## AP 4101 Independent Study

(Replaces current SBCCD AP 4102)

**NOTE:** This procedure is Local practice may be inserted 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
- **From current SBCCD AP 4102 titled Independent Study**

Independent study allows students to pursue projects under faculty advisement and supervision. The projects may be directed field experience, research, or development of skills and competencies. Credit for Independent study may be earned in any discipline.

Independent study projects require a minimum of 48 hours of directed work per unit of credit. The student must show evidence of competence in the academic major and the area in which independent study is proposed. The proposed project must be approved by the supervising instructor with notification to the Vice-President of Instruction.

Independent study is offered for a letter grade and/or on a pass/no pass basis and may be repeated for credit for a maximum of three units.

The instructor assigned to an Independent study course shall:

- Be qualified to provide service in that capacity during the period in which that service is rendered;
- Be responsible for the supervision, control, and evaluation of the course and the enrolled students;
- 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
- 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.

## References:

Title 5, Sections 55230 et seq.

**Attachments:**

AP 4101 Independent Study - Comments  
AP 4101 Independent Study - Legal Citations

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