

Academic Affairs

This legally required procedure was reviewed as part of the regular cycle of review and compared to the model CCLC. Please note that this procedure must include the following: 1) Procedures for approval of independent study programs, 2) Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses, 3) Procedures for evaluation of student progress, and 4) Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods

This is a 10+1. Mici 9-28-2023

Approved. Jon H. 9-28-2023

Copy Jonathan E./SLS 9-28-2023

Copy Cari T./Instruction 9-28-2023

To Academic Senate 9-28-2023

AP 4101 INDEPENDENT STUDY**References:**

Title 5 Sections 55230 et seq.

Independent Study

Independent studies are courses designed for students to pursue intellectual inquiry outside of regularly scheduled course offerings. These are to be supervised by instructors, generally involving substantial student-instructor interaction. Each course shall be initiated on an individual basis via an agreement between the student and an instructor.

These courses are not designed to substitute for other courses offered by the academic departments.

Enrollment shall be through courses numbered 249A (1 semester unit), 249B (2 semester units), and 249C (3 semester units). One unit of credit requires a minimum of 48 hours of lecture, study, or laboratory work.

Academic Standards

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

Procedures for Evaluation

Procedures for evaluation of student progress shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Availability of Instructor

Independent study students shall have access to the instructor equivalent to access given to students enrolled in courses conducted by other instructional methods, including office hours.

Instructors are responsible for assisting the student in developing the proposal, granting instructor approval of the proposal, assisting the student in the independent study as necessary, evaluating the

results of the study, and submitting the final grade to the Enrollment Services Office ~~of Admissions and Records~~.

Independent study courses may be repeated more than once for credit provided the same topic is not repeated. An independent study course cannot be used to satisfy core requirements unless specified by the department to a maximum of three (3) units.

Procedures for Approval of Independent Study

- Students must have completed 12 degree applicable credit units at ~~the~~ College of Marin.
- Students must be in good academic and progress standing and have earned a cumulative GPA of 2.0 at ~~the~~ College of Marin.
- The Independent Study Contract must be completed by the student and approved by the instructor and signed by the department chairperson.
- Independent Study Contracts must be submitted to the Enrollment Services ~~Admissions and Records~~ Office by the last day to add a full-term course.

Students are limited to one independent study course per semester, six (6) units of independent study per discipline, to a maximum of twelve units overall unless specified by a department to obtain a local certificate.

Office of Primary Responsibility: Enrollment Services ~~Office of Admissions and Records~~

Date Approved: March 16, 2010 *Replaces portions of College of Marin Procedure 4.0003 DP.10*

Revised: June 19, 2012

Reviewed/Revised: