

GUIDELINES FOR ASSIGNMENT OF INDEPENDENT STUDY

I7350

1. All independent study courses must be approved by the curriculum committee.
2. Each student application for independent study must be approved by the instructor, Division Chair, and approved by the Vice President, Instruction.
3. The application for independent study must be completed, including a statement by the applicant and instructor indicating the work to be done in the program. This statement should include the goals and objectives of the program and should indicate a general plan for achieving these goals and objectives. The typical plan will call for approximately fifty hours of work per unit excluding teacher-student conferences. It would be expected that the student would read, write and take as many or more examinations in an independent study program as he/she would in a traditional class setting.
4. Student-instructor meetings will be held on the average of once a week for 20-30 minutes to discuss problems and progress.
5. Ordinarily a student will receive a “pass,” no letter grade, for independent study.
6. A record of the study proposal, teacher-student meeting dates, all tests, term papers and final grade will be kept for a period of one year in the office of the instructor.
7. A student may take up to 12 semester units through independent study over a period of four semesters. An exception to this limit would be possible only under exceptional circumstances and with permission of the Vice President, Instruction.
8. Instructors will ordinarily be limited to 30 units of independent study per semester.
9. Instructors will be paid \$12 per unit completed under their supervision.

1/18/73

Effective 1/19/73

Updated 4/03/00

Updated 6/18/09 to reflect change in grading terminology from “credit/no credit” to “pass/no pass.”