

# First Reading

---

Academic Affairs

**AP 4101 INDEPENDENT STUDY**

**Reference:**

Title 5 Sections 55230 et seq.

Independent study programs shall be offered by the colleges if a contract for the specific course is signed by the student taking the class, the instructor teaching the course, the instructor's immediate educational administrator, and the Chief Instructional Officer.

1. The Independent Study contract shall be completed and signed by the interested student for the course and submitted to the appropriate offices for approval within the required deadline dates and consequently authorization for registration to the course.
2. The student will consult with the instructor on written details of course expectations; number of units and hours of study required and arrangements for consultation with the instructor; method of evaluation; and the college facility required, if applicable.
3. Academic standards for independent study are the same as those applied to other credit or noncredit courses.
4. Procedures for evaluation of student progress are the same as those applied to other credit or noncredit courses.
5. Access to the instructor is ~~the same as that~~ at least equivalent to what is commonly available to students in courses conducted by ~~others~~ instructional methods.

---

**Approved:** February 18, 2014

*(This is a new procedure recommended by the  
Policy and Procedure Service)*