



ADMINISTRATIVE **PROCEDURE** **DESERT COMMUNITY COLLEGE DISTRICT**

4101

INDEPENDENT STUDY

Independent Study Projects (1-3 Units) are available to students carrying six or more units. Independent Study is designed to:

1. extend students' knowledge and understanding of subject matter beyond the stated objectives of the course in which they are registered; or
2. provide a means to earn credit in an academic area when they have exhausted all available course options. In this case, the Independent Study course should be degree or certificate applicable.

Independent Study credit is given on a "lab" value basis (1 unit=54 hours, 2 units=108 hours, 3 units=162 hours) in which students work independently under the direction and guidance of the instructor. A maximum of six units of individual study is accepted toward the A.A. and A.S. Degree. These units may not be applied to Associate Degrees for Transfer (ADT).

Procedures for approval of independent study programs:

In consultation with the student, the appropriate faculty member will develop the Independent Study Project. The Independent Study Project will describe the following components:

- Goals and Objectives – Goals and objectives of the course that identify required student performance. Academic standards applicable to Independent Study courses will be the same as those of other credit courses.
- Units – The number of units to be awarded will be reflected upon completion of the course
- College Facilities – If college facilities are needed, arrangements will be made for the student to have unique access to facilities to complete his/her academic goals.
- Meetings – The number of meetings between the student and the instructor of the discipline will be specified. Access to the instructor must be at least equivalent to that which is commonly available to students in courses delivered by other instructional methods.

The appropriate Dean must approve the project before the student registers for the course.

Procedures for evaluation of student progress:

Procedures for evaluating student progress will be the same as those applied to other courses in the discipline. The supervising instructor will scrutinize proposed projects for appropriate depth and rigor. The supervising instructor will provide appropriate orientation, guidance, and information regarding course content materials and document progress toward project completion.

It is recommended that Independent Study Projects for 3 units begin prior to the 4th week of the semester; for 2 units, prior to the 7th week; and for 1 unit, prior to the 10th week.

Reference: Title 5 Sections 55300 et. seq.

Administrator: VP Instruction

Approved by Cabinet: August 10, 2010

Executive Cabinet Review/Approval: November 1, 2022

Educational Policies and Practices Committee Review/Approval, 1st Reading: March 2, 2023

Educational Policies and Practices Committee Review/Approval, 2nd Reading: May 4, 2023

Educational Policies and Practices Committee Review/Approval, 3rd Reading: September 7, 2023

All Faculty Senate Review/Approval, 1st Reading: September 14, 2023

All Faculty Senate Review/Approval, 2nd Reading: September 28, 2023

College Planning Council Review/Approval, 1st Reading: October 13, 2023

College Planning Council Review/Approval, 2nd Reading: October 27, 2023

Board Meeting/Information Item: November 9, 2023

Next Review: November 2028