HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4101    Independent Study

References:  Title 5 Sections 55230 et seq.

All active courses shall be eligible for independent study. Academic standards applicable to courses of independent study shall be the same as those applied to other credit or noncredit courses, as appropriate, at Hartnell College. Credit may be given for coursework completed through Independent Study at Hartnell College. The instructor is responsible for assuring that the course outline of record has been followed and the student completes the same course requirements regardless of instructional modality. All course prerequisites must be met before an Independent Study Contract can be considered. Independent Study Contracts shall be processed according to published procedures. Please refer to the independent study form for the registration process.

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

For the students enrolled in courses offered as independent study, Hartnell College shall provide access to the instructor at least equivalent to that commonly available to students enrolled in courses conducted by other instructional methods, in addition to regularly scheduled office hours as practiced at Hartnell College.

The instructor assigned to an independent study course shall:

(a) Be qualified to provide service in that capacity during the period in which that service is rendered;
(b) Be responsible for the supervision, control, and evaluation of the course and the enrolled students;
(c) 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;
(d) 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; and
(e) It is the intent that the instructor be full-time faculty, except in the cases when there is no full-time faculty in the discipline.

See Board Policy 4101

Approved by Superintendent/President: February 9, 2016