

**Proposed Additions to**  
**District Board Policy**  
**Section Four – Students/Instructional Services**

**Policy 4B8**

**Governance Process:** *Rely Primarily Upon the Advice and Judgment*

**Reason for Additions:** *To Comply with Title 5 Regulations*

Section to be renumbered.

**4B** **Programs/Instruction**

*4B8* *Independent Study*

*4B8A* *The purpose of Independent Study courses is to fulfill a student's immediate need beyond their control to study independently in order to meet a specific requirement for of their degree, certificate, major or for transfer.* (note: This is inaccurate as the independent study may, in fact, provide an opportunity that increases the student's ability to transfer get an internship or other aspect of competition with regards to work or transfer. – this is the reality of special research projects as well as the work students do in various courses which gives them hands on practical experience with artifacts, work in a field of science or experience in an advanced application of art, science, anthropology etc that is individually tailored. In the last 4 years we have had 46 students participate in Bio B21 and all 46 have transferred, in addition to getting internships and other factors that make them a more desirable transfer candidate to the more competitive c4-year colleges the previous language was adequate -*4B8A* *The purpose of Independent Study courses is to fulfill a student's need to meet a specific requirement of their major or for transfer.*

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*4B8B* *Independent Study courses will be conducted by qualified faculty in accordance with the course outline of record,*(note this course outline is purposefully broad to accommodate a variety of needs and topics requisite to the course of study) *to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.* *These courses must be recommended by the Curriculum Committee and the College President and approved by the Board of Trustees.* (Note: in these independent study courses the student is usually checking in to get help and achieve increasingly complicated outcomes)

*4B8C* *Academic standards applicable to courses labeled Independent Study shall be the same as those applied to other credit and non-credit courses.*

4B8D Students enrolled in Independent Study courses will be evaluated, and their progress and grades recorded in the same manner as students enrolled in other courses. Grades earned by in Independent Study courses will provide the appropriate documentation for purposes of state apportionment. (note: this statement sounds as though faculty must do something different for these courses than for others removing this statement about apportionment, which is covered in 4B8I adequately address this issue.)

4B8E Faculty conducting Independent Study shall certify that adequate and proper progress toward accomplishment of the student learning outcomes is and has been maintained by the student.

4B8F Faculty conducting Independent Study shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours.

4B8G Instructors of Independent Study shall:

1. Meet the same standards used for qualifying other instructors for a teaching assignment.
2. Be held responsible for supervision, control, and evaluation of enrolled students, and shall participate in independent study evaluation as in other courses.
3. Provide orientation, guidance, and other information relevant to the Independent Study course to the students enrolled.
4. Provide each Independent Study student with the instructor's consultation schedule. This schedule is to be included in the written record of student progress required by Title 5, Section 55234.

4B8H The method of instruction for Independent Study shall be outlined and reviewed with the student by the supervising faculty assigned, with the student being held accountable on a regular basis for the material that has been assigned.

4B8I Attendance for Independent Study must be reported as outlined in the State Student Accounting Manual.

Reviewed and Recommended by  
District Vice Presidents  
April 8, 2009

Presented to Cabinet  
September 21, 2010, November 9, 2010

Reviewed and Recommended by  
Chancellor's Cabinet  
December 7, 2010

**DRAFT**

**TEMPLATE FOR INDEPENDENT STUDY**

November 8, 2010

KCCD BPM	New Title 5 Provisions
There are no references to Independent Study in the current BPM.	Article 3, Independent Study, Sections 55230-55240
<p><u><i>4B8 Independent Study</i></u></p> <p><u><i>4B8A The purpose of Independent Study courses is to fulfill a student's need to meet a specific requirement of their major or for transfer.</i></u></p> <p><u><i>4B8B Independent Study courses will be conducted by qualified faculty to permit students to cover course material independently, but under the supervision and direction of the assigned faculty. These courses must be recommended by the Curriculum Committee and the College President and approved by the Board of Trustees.</i></u></p>	Section 55230—Purpose--Simply makes reference to Sections 58051 & 58003.1 that relate to attendance accounting for Independent Study
<p><u><i>4B8C Academic standards applicable to courses labeled Independent Study shall be the same as those applied to other credit and non-credit courses</i></u></p>	Section 55232—Academic Standards Academic standards applied to IS shall be the same as those applied to other credit and non-credit courses
<p><u><i>4B8D Students enrolled in Independent Study courses will be evaluated, and their progress recorded in the same manner as students enrolled in other courses. Grades earned in Independent Study courses will provide the appropriate documentation for purposes of state apportionment.</i></u></p> <p><u><i>4B8E Faculty conducting Independent Study courses shall certify that adequate and proper progress toward accomplishment of the course objectives is and has been maintained by the student.</i></u></p>	Section 55234—Student Progress Procedures for evaluation of student progress shall be in accordance with regulations established by the college. A report by the 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
<p><u><i>4B8F Faculty conducting Independent Study courses shall, as a minimum, make themselves available to students in the same manner as for students in other courses, including use of scheduled office hours.</i></u></p>	Section 55236—Availability of Instructor The college shall provide access to the instructor for the students enrolled in IS courses 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 in that college.
<p><u>4B8G Instructors of Independent Study courses shall:</u></p> <ol style="list-style-type: none"> <li>1. <u>Meet the same standards used for qualifying other instructors for a teaching assignment.</u></li> <li>2. <u>Be held responsible for supervision, control, and evaluation of enrolled students, and shall participate in course evaluation as in other courses.</u></li> <li>3. <u>Provide orientation, guidance, and other information relevant to the Independent Study course to the students enrolled in the course.</u></li> <li>4. <u>Provide each Independent Study student with the instructor's consultation schedule. This schedule is to be included in the written record of student progress required by Title 5, Section 55234.</u></li> </ol> <p><u>4B8H The method of study in Independent Study courses shall be outlined and reviewed with the student by the supervising faculty assigned to the course, with the student being held accountable on a regular basis for the material that has been assigned.</u></p>	<p>Section 55240—Instruction</p> <p>The instructor assigned to an IS course shall:</p> <ul style="list-style-type: none"> <li>Be qualified to provide service in that capacity during the period in which that service is rendered;</li> <li>Be responsible for the supervision, control, and evaluation of the course and the enrolled students;</li> <li>Provide orientation, guidance, and information regarding course content materials and services for each student.</li> <li>Provide each student with the instructor's consultation schedule for the semester. This schedule is to be included in the written record of student progress required by Section 55234</li> </ul>
<p><u>4B8I Attendance in Independent Study courses must be reported as outlined in the State Student Accounting Manual.</u></p> <p>Reviewed and Recommended by District Vice Presidents April 8, 2009</p>	<p>Section 55238—Eligibility for State Funds</p> <p>In order for attendance in a course of IS to be eligible for state apportionment, the course must be reported as required by this Article, and meet all other requirements of statute and regulation relative to eligibility for state apportionment</p>