
Kern Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4101 INDEPENDENT STUDY

References:

[Title 5 Sections 55230 et seq.](#)

NOTE: *This policy is unique to the Kern Community College District. The following is included for consideration.*

[The District offers Independent Study courses allowing students the opportunity to explore a subject in greater depth. The District Chancellor shall ensure that administrative procedures are written to provide for independent study courses.](#)

NOTE: *The language contained in current KCCD Policy 4B8 is shown as struck below as this prescriptive language has been moved to the related administrative procedure (AP 4101 titled Independent Study).*

❖ From current KCCD Policy 4B8 titled Independent Study

~~4B8A The purpose of Independent Study is to fulfill a student’s immediate need due to circumstances beyond their control as determined by the College Vice Presidents, Academic Affairs, to meet a specific requirement for their degree, certificate, major, or for transfer.~~

~~4B8B Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.~~

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

~~4B8D Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.~~

~~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:~~

- ~~• Meet the same standards used for qualifying, as other instructors for a teaching assignment.~~
- ~~• Provide orientation, guidance, and other information relevant to the Independent Study course to the students enrolled.~~
- ~~• 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.~~

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4101 INDEPENDENT STUDY

References:

Title 5 Sections 55230 et seq.

NOTE: This procedure is **legally required**. Local practice may be inserted here, but must include the following:

- Procedures for approval of independent study programs
- Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.
- Procedures for evaluation of student progress
- Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods

The purpose of Independent Study is to fulfill a student's immediate need due to circumstances beyond their control as determined by the College Vice Presidents, Academic Affairs, to meet a specific requirement for their degree, certificate, major, or for transfer.

Independent Study will be conducted by qualified faculty in accordance with the course outline of record, to permit students to cover course material independently, but under the supervision and direction of the assigned faculty.

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

Students enrolled in Independent Study will be evaluated, and their progress recorded in the same manner as students enrolled in other courses.

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.

NOTE: The detailed language below is from current KCCD Policy 4B8 titled Independent Study.

Instructors of Independent Study shall:

- Meet the same standards used for qualifying, as other instructors for a teaching assignment.
- Provide orientation, guidance, and other information relevant to the Independent Study course to the students enrolled.
- 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.

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.

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

Independent study programs are developed by establishing a learning contract for the specific class and must be signed by the student taking the class, the faculty member teaching the class, and the division dean. The learning contract is established in consultation with a faculty member and must be submitted to the Admissions and Records Office by the deadlines established by the colleges. It must include the number of units and hours of study required, the work product to be evaluated, and the college facilities required.

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ChC 5/17/16