



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 4 – Instructional Services

AP 4101 – INDEPENDENT STUDY

The purpose of Independent Study is to provide individual students the opportunity to conduct in-depth study, pursue additional academic research, or participate in a specific project or learning activity directly related to a topic listed in the outline of topics within an existing San Diego Community College District (SDCCD) approved course outline of record.

Independent Study is not intended to replace an existing course or meet a specific requirement for a degree or certificate. Students enroll in a maximum of three units of independent study.

1. Independent Study courses shall have the same:
 - a. academic standards as those applied to other credit courses;
 - b. procedures for evaluation of student progress as those applied to other credit;
 - c. student learning hours as other credit courses;
 - d. regular communication with faculty as is commonly available to students in courses conducted via other SDCCD approved instructional methods;
2. Students enrolling in Independent Study courses shall:
 - a. have completed at least one semester of college work;
 - b. have taken at least one previous course in the specific subject area in which they will do the Independent Study;
 - c. develop a learning contract in consultation with a faculty member in the discipline of the independent Study course consisting of the following:
 - 1) number of units;
 - 2) total number of student learning hours;
 - 3) learning objectives;
 - 4) related topic listed in the outline of topics within an existing SDCCD approved course outline;
 - 5) assignments that include reading, writing, and critical thinking;

- 6) methods of instruction; and
 - 7) methods of evaluation;
 - d. arrange and attend a minimum of three synchronous, interactive sessions with the instructor.
 - e. submit the learning contract, approved by the instructor, school dean, and vice president of instruction or designee, to the Admissions and Records office by the deadlines established by the college.
3. Faculty conducting Independent Study shall:
- a. receive pre-approval from the department chair and school dean to offer Independent Study courses during the specific academic year;
 - b. meet minimum qualifications in the discipline of the Independent Study course;
 - c. develop a learning contract in consultation with the student consisting of the items listed above;
 - d. receive approval of each Independent Study contract from the vice president of instruction or designee prior to the student enrolling in the course;
 - e. attend a minimum of three synchronous interactive sessions with the student to provide guidance and other information relevant to the Independent Study course; and
 - f. document and certify student completion (or non-completion) of the course objectives as specified in the Independent Study Contract.

Reference: Title 5 Sections 55230 et seq.

Adopted: 04/09/25

Revised:

Supersedes: New Procedure