

Administrative Procedure 4101

Independent Study

Independent study projects must be approved by a supervising instructor qualified to teach in the specific subject area and will require the student to meet regularly with the instructor. Academic standards applicable to Independent Study courses will be the same as those applied to other credit courses. Access to the instructor is the same as that commonly available to students courses conducted by other instructional methods.

To promote an individualized educational experience for each student, an instructor will supervise a limited number of Independent Study students in one semester or session, as determined by the terms of the Agreement between the District and the ECC Federation of Teachers in effect at that time. In accordance with the Agreement, the Dean of the Division in which the Independent Study will be offered shall approve or disapprove each independent study request.

To be eligible for Independent Study, a student must be in good academic standing and

- Have completed at least 12 degree-applicable units at El Camino College;
- Have demonstrated competence in the discipline in which the Independent Study course is being attempted by completing at least 6 degree applicable units in this discipline at El Camino College with a GPA of 3.0 or higher in the discipline;
- Be concurrently enrolled in at least one other course at El Camino College.

Independent study projects are normally undertaken in the department or division of the student's academic major. Exceptions to this rules must be approved by the Dean of the Division of the student's academic major. Independent Study is not designed for students who have already obtained a degree in the discipline in which the Independent Study course is being attempted.

The supervising instructor will scrutinize proposed projects for appropriate depth and rigor. Such projects might, for example, include a lengthy research study, an original production, or a comprehensive exam. The supervising instructor will provide appropriate orientation, guidance, and information regarding course content materials and services and will document progress toward project completion. The instructor will provide each Independent Study student with a consultation schedule for the semester. Procedures for evaluation of student progress will be the same as those applied to other courses in the discipline. Projects will be evaluated by the supervising instructor, and the basis for evaluation will be kept on file for at least one semester.

Each Independent Study project can range from one to three units per semester; one unit of credit will be granted for 54 hours of work devoted toward the project. A student may earn a maximum of 6 units of Independent Study at El Camino College.

Academic standards applicable to Independent Study courses will be the same as those applied to other credit courses. Independent Study courses will be accepted by the college toward completion of an associate degree. The University of California (UC) determines credit after transfer, which means that independent study courses are not counted for admission. California State University (CSU) accepts independent study units towards admission as elective units. Specific credit will be determined by CSU after admission. Students should be advised to see a counselor for details.

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Amended: 07/18/16

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