Chaffey College
INDEPENDENT STUDY REQUEST

STEP ONE: STUDENT INFORMATION – To be completed by student
(Please Print)
Student Name ____________________________________________________________
Last   First   Middle
Chaffey ID # (or social security number) ______________________________________
Address _________________________________________________________________
Number   Street   Apt #   City   State   Zip Code
Telephone # (____ ) ______________________________________ E-mail: ______________________

STEP TWO: TO BE COMPLETED BY THE ADMISSIONS OFFICE
This student is currently enrolled for credit classes at Chaffey College and has completed at least 8.0 semester units of college work at Chaffey College with a grade point average of 2.0 or higher.
Current total of registered units: ________ Total number of units completed: ____________ Cumulative GPA: ____________
Verified by: __________________________________________ Date: ____________________

STEP THREE: INDEPENDENT STUDY PROPOSAL – To be completed by the Instructor
Title of Project: __________________________________________________________
Description: ____________________________________________________________
Measurable Objectives: _____________________________________________
How will project be evaluated? __________________________________________
Learning Methods: ______________________________________________________
Consultation Hours of Instructor: ________________________________
(Attach additional pages if more space is needed)

STEP FOUR: AGREEMENT – To be completed by Student and Instructor (and Coordinator/2nd Faculty Member)
The student agrees to the terms of the contract and will complete the study during the current term.
Student’s Signature: __________________________________ Date: ____________
Instructor’s Signature: __________________________________ Date: ____________
Department Coordinator/2nd Faculty Signature: ___________________________ Date: ____________

STEP FIVE: APPROVAL – To be completed by Dean
This independent study request is approved as presented.
Signature of Dean of School: __________________________________ Date: ____________
Course Name/Title: __________________________ Section Number: __________

STEP SIX: REGISTRATION PROCESS – To be completed in the Admissions Office
Once approved, this form must be submitted to the Admissions Office by the end of Late Registration during the Fall or Spring semester. For Summer term, the form must be submitted by the end of the first week. The student must also complete and submit an Add Card with the Instructor’s Signature.

(See back for admission criteria and procedures for requesting an independent study course)

Original – Admission       Copy – Student       Copy – Dean of School
(Rev. 8/27/10)
INDEPENDENT STUDY ADMISSION CRITERIA

Independent study courses have been designed by faculty to afford a student the opportunity to pursue a special topic on an individual basis. A student may be admitted to Independent Study when all of the following conditions exist:

A. The subject matter of the proposed project is not contained in another course already offered by the department.
B. Faculty who is competent and willing to supervise the project is available.
C. Appropriate departmental space and resources are available to satisfactorily support the project.
D. In the judgment of the instructor, the student's course background or other experience is sufficient to begin the proposed project.
E. A written contract between the instructor and student, specifying the nature and evaluation of the project, has been approved by the program coordinator/faculty and dean of the school.

CALIFORNIA CODE OF REGULATIONS

TITLE 5 Degree Credit

Section 55805.5. Types of Courses Appropriate to the Associate Degree
The criteria established by the governing board of a community college district to implement its philosophy on the associate degree shall permit only course that conform to the standards specified in section 55002(a) and that fall into the following categories to be offered for associate degree credit:

a) All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.
b) Courses that apply to the major in non-baccalaureate occupational fields.
c) English courses not more than one level below the first transfer level composition course, typically known as English 1A. Each student may count only one such course as credit toward the associate degree.
d) All mathematics courses above and including Elementary Algebra.
e) Credit courses in English and mathematics taught in or on behalf of other departments and which, as determined by the local governing board require entrance skills at a level equivalent to those necessary for the courses specified in subsections (c) and (d) above.

55002.(a). Recommended by curriculum committee. Approved by local board

Credentialed Instructor.

Official Outline with:
1) Scope, units, objectives, and content
2) Reading and writing
3) Teaching methods
4) Methods of evaluation

Instruction objectives are common to all students

Student performance is evaluated by essay unless problem solving or skill demonstration is more appropriate; a formal grade is assigned.

Carnegie Units: 3 hours work per week per unit, prorated for labs, etc.

Scope and intensity of work requires independent study outside class.

Entrance skills, prerequisites

College-level language and computational skills necessary

Requires critical thinking, ability to apply "college level" concepts, vocabulary, and learning skills, as determined by local curriculum.

Uses educational materials approved by the curriculum committees as "college level"

Limits repeated enrollment.

PROCEDURES FOR COMPLETING INDEPENDENT STUDY REQUEST

STEP I. Student completes identifying information as requested.

STEP II. Student obtains verification/signature of Director of Admissions & Records (or designee)

STEP III. Student and instructor complete the independent study proposal.
1) Title of Project - - self-explanatory
2) Description of project - - describe how the project or study will be developed, or researched. Section 55002(a)
3) Measurable Objectives - - state, in measurable terms, the objectives of the study. These objectives must reflect the necessary depth and breadth that would be expected in a regular transfer course. Section 55002(a)
4) Evaluation - - state the means by which the project/study will be graded. Include, if a non-performance based project/study, the fulfillment of the following requirements: (a) Critical Thinking and (b) Writing. Section 55002(a)
5) Learning Methodology - - state all of the methods that the student will utilize to achieve the stated objectives, e.g. texts, journals, field trips, a painting, etc.
6) Instructor Consultation Hours - - these hours must be other than regular office hours pursuant to Section 55322 of Title 5.

STEP IV. Student and instructor sign and date agreement. Department Coordinator or second faculty must also sign and date agreement.

STEP V. Student obtains signature of the appropriate dean.

STEP VI. Dean's office gives student the yellow copy and retains the pink copy for the department file. The student returns the original white copy to the Admissions and Records Office with a signed Add Card, by the deadline indicated on page one. The Admissions and Records Office will register the student and provide the student with a registration receipt.