SANTA BARBARA CITY COLLEGE

Independent Study Policy

3136 Independent Study

3136.1 Students may explore independent study under the guidance and supervision of a credentialed instructor of the College, with the approval of a Committee on Independent Studies composed of department chair and the appropriate division chair and division dean.

A student may enroll in a maximum of four units per semester of independent study. Students are expected to spend a minimum of three hours of outside work per unit earned. The transfer student should be counseled to consider the policy of the four-year institution regarding the number of units of independent study which may be transferable.

Each student is responsible for being acquainted with department and division requirements and prerequisites, and for presenting a plan for study to an appropriate instructor. An independent study program may be undertaken only with the consent of the instructor. Instructors enter into independent study contracts voluntarily and may decline if teaching assignments include additional responsibility. The instructor of record is responsible for obtaining approval of the project from the department chair, division chair, and division dean.

3136.2 Independent Studies courses provide opportunities for students to explore a subject in depth beyond that possible in the existing courses at Santa Barbara City College. Such a course can only be offered by an existing department and only by instructors who teach courses other than Independent Studies within the department.

Students requesting to take an Independent Studies course must submit to the instructor: 1) a written statement of the proposal, 2) an Independent Study Contract, and 3) any further documentation that might be required.

The Independent Study Contract must be approved by the instructor, department chair, division chair and division dean. The contract must then be kept on file in the department office and the Admissions and Records Office.

The instructor of record must submit verification of completion to the department chair, division chair, and division dean. Prior to submission of a passing grade.

The instructor of record shall forward grade reports for Independent Studies to the Admissions and Records Office.

Verification of completion reports must remain on file in the department.

Enclosure 2
Item 4.4
5/9/85
3136.3 The following criteria shall apply to Independent Study:

1. Independent Study courses shall be done independently with the guidance and evaluation of a SBCC instructor. They shall not be courses or seminars for a few students.

(NOTE: A seminar-type course, including one in which there is also independent study, should be presented and approved by the department and the Curriculum Advisory Committee before being offered.)

Small seminar courses should be given a number other than 98 or 99, and they should be listed in the College Catalog. For example: Biology 97, Bio-systematics.

2. Independent Study courses shall not be taught by a tutor.

3. Independent Study credit shall not be given for teaching nor for tutoring. Students may receive credit for tutoring by taking tutorial courses.

4. Independent Study shall not be substituted for an existing course taught at SBCC.

5. Independent Study credit shall not be granted to students for completing an audio-tutorial course nor an independent programmed course offered in or outside of SBCC.

6. Independent Study credit shall not be granted for supervision of students (as teacher aides), for students' services, nor for services to an instructor, department, school or community.

7. Independent Study credit shall not be granted for work in short courses, regularly scheduled field trips, nor short laboratory courses.

8. Independent Study credit shall not be given for time and effort spent in preparing for a specific course at SBCC.

9. For students to be eligible for Independent Study they must have completed a minimum of 12 units at SBCC with a GPA of at least 2.5.

10. A minimum of 6 units with a 3.0 GPA must have been completed within the department in which Independent Study will be taken.

11. Applications for Independent Study must be completed by the student and will be accepted no later than Friday of the third week of the semester. Applications are available from department chairs.

12. One weekly student contact hour per unit of Independent Studies shall accrue to the department WSCH totals.
3136.4 Committee on Independent Study

1. Shall be composed of the department chair, division chair and division dean.

2. Shall review and approve or deny all Independent Study Contracts and proposals submitted by faculty in keeping with this college policy.

3. Shall review a verification of completion for each study and, if approved, forward the grade report to the Admissions and Records Office.

4. Has the option of setting its own policies above and beyond this college policy.

5. Has the right to petition the Curriculum Advisory Committee for a variance from this college policy.

6. Should make available to students an information packet pertaining to rules, regulations and procedures for independent study in their division/department.
Independent Study Contract

Read carefully. Complete four copies of this form. File no later than Friday of the third week of the semester: one copy with the instructor of record, one copy with the department chair, and one copy with the Admissions and Records Office. The student should retain the fourth copy.

Student’s Name __________________________ Social Security Number ______________ Date ____________

Course Ticket No. ______________ Course Title __________________________ Units ______________

Department __________________________ Division __________________________

For the __________, 19________ semester, the above named student has entered into an agreement to complete a program of Independent Study identified in part by the following outline:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Number of units completed at SBCC: ______________ G.P.A. ______________

Number of units completed in department in which Independent Studies will be taken: ______________ G.P.A. ______________

The instructor is to supervise the study program or project, to evaluate the student’s work, and to report the final grade during the normal reporting period established by the Admissions and Records Office and turn in verification of completion to the Committee on Independent Studies.

Signatures:

Department Chair __________________________

Student __________________________ Division Chair __________________________

Instructor of Record __________________________ Division Dean __________________________

Received for the Admissions and Records Office by: __________________________

Reviewed by the Asst Dean, Admissions and Records: __________________________ Date ____________

JR/ba: 4/24/85
CAC: indepst.con