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**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4101 INDEPENDENT STUDY (CREDIT BY DIRECTED STUDY)**

### **References:**

Title 5 Sections 55230 et seq.

### **Credit by Independent/Directed Study Responsibilities**

The Vice President, Academic Affairs, shall be responsible for the overall coordination and implementation of the procedures relating to Credit by Independent/Directed Study.

### **Definitions**

The Independent/Directed Study Program provides challenge for the talented student. The program allows the student in-depth study on any approved topic within a subject matter area. The following are the basic elements of the program:

- A. Students must have earned at least a cumulative 3.0 (B) grade point average.
- B. Students must have completed a minimum of 24 units of accredited college coursework, of which at least 12 units must be earned at Long Beach City College. Credit applied from other colleges must be supported by official transcripts on file with the Admissions and Records Office.
- C. Students desiring to register for an Independent/Directed Study course must first develop their own project and submit this in writing for the approval of the instructor who will guide the project, and the appropriate administrator. Prior approval of the Faculty Mentor (the faculty member who directs the study), Department Head, and the Instructional Dean must be obtained before commencing work on the project under the mentor's direction. Failure to do so may result in denial of credit for the project. Students taking a course through independent/directed study must register for the specific course section in the regular manner. A learning contract is established in consultation with a faculty member and must be submitted to each college's Admissions and Records Office by the deadlines established by the college. It must include the number of units and hours of study required, the work product to be evaluated, and the college facility required.

- D. Independent/Directed study work may not parallel or equate with work in an approved course within the department. It is expected that independent/directed study work is of an advanced nature and therefore goes beyond the scope of subject treatment in an approved course or series of courses. Work involving simply the production of a book report or term paper is not deemed an appropriate project for this type of study.
- E. While the student's work is of an autonomous nature, it is expected that the student will meet at regular intervals with his or her faculty mentor to discuss his or her progress and seek guidance and direction. Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.
- F. The product of the independent/directed study will be a written report or an equivalent project which demonstrates an amount of work equal to an approved course of the same number of units - 54 hours of work for each unit of credit earned.
- G. Academic standards and procedures for evaluation of student progress for independent/directed study are the same as those applied to other credit or noncredit courses. The project will be evaluated by the faculty mentor and kept on file in the department office. The completed form will be forwarded through the approval process.
- H. One to three units of credit will be granted upon satisfactory completion of the project. Each unit of credit shall be equal to 54 hours of work.
- I. Units will be placed on the student's transcript as Directed Study 99 in the subject matter area.
- J. The student shall earn no more than six units in Independent/Directed Study courses.
- K. Students enrolling in an Independent/Directed Study course in a Career Technical Education field must pursue a major or certificate in the Career Technical Education area of which the independent/directed study project is a part.
- L. The University of California (UC) determines credit after transfer, which means that independent/directed study courses are not counted for admission. Students should be advised to see a counselor for details.

Also see BP 4101 Independent Study.

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*(Replaces LBCC Administrative Regulation 4017)*