

**CHAPTER 6: Educational Program
ADMINISTRATIVE PROCEDURE NO. 6.**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 6.12.3 Independent Study/Special Project
Date: 11/12
Reference: Title 5 Sections 55230 et seq.

The District offers students an opportunity to pursue independent learning opportunities not covered by other courses.

1. The Division Dean and the faculty member instructing the course shall follow specific procedures as outlined at each college, and ensure the appropriate forms and worksheets are completed.
2. The forms and worksheets are to be completed by the instructor and the student.
3. The instructor and the student must sign the forms and obtain the Division Dean's signature, indicating administrative review and approval.
4. Students enrolling in Independent Study/Special Project courses do so under the supervision of a faculty member.
5. A record of the course contract is filed in the division office.
6. Records of student progress are kept and reported according the established grading procedures.
7. Instructors provide student contact and guidance according to unit requirements and Title 5.
8. Reporting of Independent Study/Special Project courses for apportionment meets Title 5 requirements.