

**CHAPTER 4: ACADEMIC AFFAIRS  
ADMINISTRATIVE PROCEDURE NO. 4101**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Independent Study/Special Studies Course

**Revision Date:** 3/2/10; May 14, 2013

**Responsible Office:** Vice President, Student Learning Office

**Policy Reference:** Title 5 Sections 55230 et seq.

**Definition**

Special Studies courses are offered by the College of the Siskiyous to provide capable students with experience in laboratory assistance, development of a research project, or supervised study in an area of special interest to the student. The number of units which may be earned can be arranged by the student and instructor depending on the amount of time that the student is able to devote to the activities of the course, up to a maximum of two units per semester (Carnegie units). The student may not accumulate more than four units of Independent Study/Special Studies credit.

The following steps are required to complete the Independent Study/Special Studies course:

1. Student obtains the “Special Studies Course approval Request and Individual Course outline” form from Enrollment Services, completes the form, and submits to the instructor.
2. The instructor submits the form to the Dean of Student Learning for approval. The Dean forwards it to scheduling for a course recognition number, who then forwards it to Enrollment Services for registration. Enrollment Services will email the student of completion of the registration process.
4. At the end of the semester/class, the instructor assesses the project and a final grade will be submitted to Enrollment Services.