

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

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

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

**Adoption Date:**

**Revision Date:** 3/2/10; May 14, 2013; April 25, 2018

**Responsible Area:** Vice President, Instruction

**Responsible Office:** Office of Instruction

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

**Definition**

Special Studies courses are offered by the College of the Siskiyou 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. 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 Petition" form from Admissions and Records or from College website, completes the form, and submits to the instructor.
2. The instructor submits the form to the appropriate administrator for approval. The administrator forwards it to the Office of Instruction for a course recognition number (CRN). Once a course is established the student submits the form to Admissions and Records for registration. Admissions and Records will notify the student of completion of the registration process.
3. Academic standards for independent study are the same as those applied to credit or noncredit courses.
4. Procedures for evaluation of student progress are the same as those applied to other credit or noncredit courses.

5. Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.
  
6. At the end of the semester/class, the instructor assesses the project and a final grade will be submitted to Admissions and Records.