Cabrillo College offers both self-paced individualized learning opportunities and special studies. For information about individualized learning programs, please consult the Catalog under “Individualized Learning.” Special Studies are available at Cabrillo for students wishing to pursue independent opportunities not covered by other programs.

**Procedures for approval of Special Studies proposals:**

The Office of Instruction shall ensure the following, using the *Request for Special Studies* form:

a. The form is completed by instructor, not student.
b. The instructor must sign the form, and obtain Division Dean signature, indicating administrative review and approval.
c. Students enrolling in Special Studies courses do so under the supervision of a faculty member.
d. A written record of course content is filed and followed.
e. Records of student progress are kept and reported according to established grading procedures.
f. Instructors provide student contact and guidance according to unit requirements and Title 5.
g. Reporting of individual studies courses for apportionment meets Title 5 requirements.

**Legal References:**

*Title 5, 55316.5 revised; 55378 revised; 55317 revised; 55320; 55380 revised; 55322; 55352 revised; 55376 revised; ASCCC paper “Good Practices for Course Approval Processes, 1998 Title 5 Sections 55230 et seq.*

Adopted: June 1, 1995
Revised: December 06, 2012