

**A In order to meet the requirements of
Title 5, Independent Study courses:**

1. shall be transferable to the University of California or the California State University system.
2. shall have academic standards and procedures for evaluation of student progress the same as those applied to other credit courses in the college.
3. shall ensure instructors for these courses are accessible to students in a manner equivalent to that commonly available to students enrolled in regularly scheduled classes.
4. shall not exceed 125 students assigned to any one instructor of independent studies courses (except Distance Education courses). See Title V, 55352.
5. shall be taught by an instructor meeting minimum qualifications in the subject area.
6. shall be reviewed and evaluated in the same manner as traditional offerings.

B. Individualized Instruction:

1. Individualized instruction may be offered via television, radio, computer, interactive video and optical media, ITFS, satellite, videotext, video tape, audio tape, newspaper, self- paced study materials, textbooks and workbooks, or through any other appropriate methodologies.
2. Individualized instruction may be offered in any appropriate subject area and in any appropriate mode, based on the judgment of the faculty members concerned.
3. Students shall meet with the instructor of record at least 4 times per semester in a classroom setting for orientation, lecture, question sessions, examinations and other appropriate instruction activities.
4. A faculty member shall be assigned ongoing responsibility for individualized instruction and shall:
 - a. be on duty in the Learning Center to offer tutorial assistance, technical assistance and appropriate referral to students enrolled in all individualized studies courses.
 - b. develop and offer such courses and learning materials related to the courses in his/her own area of minimum qualification.
 - c. assist other faculty members in developing courses and materials in teaching such courses.
 - d. act as a resource person for all faculty in matters related to individualized study and allied equipment and materials.

C. Special Studies:

1. The Office of Instruction shall insure that:
 - a. students enrolling in Special Studies courses do so under the supervision of a faculty member.
 - b. a written record of course content is filed and followed.

- c. records of student progress are kept and reported according to established grading procedures.
- d. instructors provide student contact and guidance according to unit requirements and Title 5.
- e. reporting of individual studies courses for apportionment meets Title 5 requirements.
- f. independent studies courses and methods for enrollment are described in the College Catalogue.

D. Distance Education:

Distance Education is defined as: "Instruction in which the instructor and the student are separated by distance and interact through the assistance of communication technology." In order to meet the requirements of Title 5, Distance Education courses:

1. shall be accepted toward an associate degree, and be transferable to the University of California or the California State University System, OR shall be non-transferable courses, or noncredit. Non-credit classes will cease to be taught through distance education on July 1, 2000 unless regulations are adopted by the Chancellor's Office to extend.
2. shall be separately reviewed and approved by the Curriculum Committee.
3. shall be reviewed by the Governing Board following an annual report beginning no later than July 1, 1995.
4. shall, for all other purposes, follow all state regulations.

Reference: Title 5, 55316.5 revised; 55378 revised; 55317 revised; 55320; 55380 revised; 55322; 55352 revised; 55376 revised.

Revised: June 1995