GLENDALE COMMUNITY COLLEGE
APPROVAL OF INDEPENDENT STUDY PROJECT AND NOTIFICATION TO ADD

This form is to be completed by the supervising instructor and Division Chair to enroll in Independent Study 149 courses. Regulations governing Independent Studies are printed on the reverse side and should be read carefully prior to completing this form.

Name ___________________________________________ Major ________________________________

Last ______ First ______ Student ID __________________________

Address __________________________________________ Telephone _____________

Number ______ Street ______ City ______ Zip ______

QUALIFICATIONS FOR INDEPENDENT STUDY

List two competed courses related to the field of the Independent Study. Students must be concurrently enrolled in six (6) or more units at GCC. Exceptions may be made by the Division Chair.

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<th>Course</th>
<th>Instructor</th>
<th>Final Grade</th>
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List any other Independent Study projects attempted or completed. This course may be taken four (4) times only!

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PROPOSED PROJECT

Title ____________________________

Description of Project

________________________________________________________

________________________________________________________

Final Project will include: Written project __________________
Portfolio project __________________
Other Describe: __________________

Proposed number of hours 1 unit=48 hours Proposed units 3 units maximum

I have read the regulations governing Independent Study and agree that if a project of more than one (1) unit is contracted for and approved, the units finally awarded will be determined by the instructor based on the depth of work completed. It is the responsibility of the instructor to maintain records that verify the required number of student project hours for the units awarded.

Student's Signature ____________________________ Date ____________________________

Instructor's Signature ____________________________ Date ____________________________

Division Chair's Signature ____________________________ Date ____________________________

Date Registered ____________________________ Ticket # ____________________________

Enrollment is not complete until the student submits this completed form to the Admissions and Records Office and officially adds the class.

Distribution:
1. Executive Vice President, Instruction
2. Instructor
3. Student
4. Division Chair
5. Admissions and Records (CCFS-320 Audit)

Executive Vice President, Instruction, Created 10/1999
Independent Study

The following regulations governing Independent Study at Glendale Community College have been developed and approved by the Office of the Executive Vice President of Instruction, Academic Affairs, and the Curriculum and Instruction Committee and are effective with the beginning of the Spring semester, 2000.

1) Independent Study projects will normally be for one (1) unit of credit with a maximum of three (3) units of credit per semester and must be approved by an instructor and the chairperson of the division in whose discipline the Independent Study is undertaken.
2) To be eligible for Independent Study, a student must:
   a) Show evidence of competence or in-depth study in the GCC curriculum of his or her academic major.
   b) Be concurrently enrolled in six or more units at GCC. Exceptions to this rule may be made by the Division Chair.
3) As a guideline, instructors should expect 48 hours of Independent Study work for each unit of credit that is awarded.
4) No faculty member should supervise more than three (3) Independent Study projects per semester.
5) You may complete an Independent Study project in a given discipline FOUR (4) times only.

Registration Procedures

1) Student obtains approval by securing the signatures of an instructor and Division Chairperson.
2) Student processes the approved contract through the Office of Admissions and Records.
3) Office of Admissions and Records routes copies to the designated areas.

Adopted by the Office of the Executive Vice President of Instruction, Academic Affairs, and the Curriculum and Instruction Committee, ill 1999.
Effective Spring 2000.