# MARIN OFFICE OF ADMISSIONS & RECORDS Application for Independent Study

DATE RECEIVED	
INITIALS	

PLEASE PRINT. PLEASE USE INK AND ALLOW TEN DAYS FOR PROCESSING.		
SEMESTER		
NAME		
LAST FIRST M.I	] I.	
MAILING ADDRESS		
NUMBER & STREET		
CITY STATE ZIP		
DAY PHONE E-MAIL ADDRESS		
AREA CODE TELEPHONE NUMBER		
CRN ADD CODE DISCIPLINE TITLE UNITS FACULTY/MENTOR		
Independent study/ 249		
1. PURPOSE (goals / objectives)		
Use reverse side for additional information.	_	
2. ACTIVITIES (method of attaining goals / objectives)	_	
Use reverse side for additional information.	_	
3. CRITERIA FOR EVALUATION (accuracy, completeness, comprehension, mastered skills, etc.)		
	_	
4. METHOD FOR EVALUATION (reading, papers, presentations, performances, assignments, examinations, etc.)		
	_	
E ANNADED OF HOURS DECUMPED. A INSTRUCTOR OFFICE HOURS		
5. NUMBER OF HOURS REQUIRED  6. INSTRUCTOR OFFICE HOURS  Check one:		
Days and Times	_	
1 unit, 52.5 hours study, 3.0 hours instructor conference Office No Office Phone No	_	
2 units, 105.0 hours study, 6.0 hours instructor conference  Additional days and times of instructor availability by phone or in office for this course (one hour per week per unit of credit).		
□ 3 units, 157.5 hours study,	_	
9.0 hours instructor conference Office No. (if applicable) Phone No	_	
SIGNATURES		
By signing this form I agree to the terms and conditions on the reverse side of this form.		
StudentDate	_	
InstructorDate	_	
Dept. ChairDate		

## COLLEGE OF MARIN APPLICATION FOR INDEPENDENT STUDY

### STANDARDS FOR INDEPENDENT STUDY

Independent Study courses are designed for independent, motivated students to pursue intellectual inquiry outside of regularly scheduled course offerings.

- Students must have completed 12 degree-applicable credit units at College of Marin.
- Students must be in good academic and progress standing and have earned a minimum cumulative GPA of 2.0.
- The Independent Study Contract must be completed by the student and approved by the instructor and signed by the department chairperson.
- Students are limited to one Independent Study course per semester, six (6) units of independent study per discipline, to a maximum of twelve (12) units overall unless specified by a department to obtain a local certificate.

### **PROCEDURE**

- 1. Complete Application for Independent Study.
- 2. Obtain approval and signature from the full-time instructor who is credentialed in the requested discipline.
- 3. Must have the Department Chairperson's signature on the Application for Independent Study.
- 4. The Application for Independent Study must be submitted to the Admissions and Records Office by the add deadline for full term courses.

The student will be notified by email of the decision within 10 working days from the date the petition was submitted to Admissions and Records.

For more detailed information please review:

Marin Community College District Procedure-AP 4101 INDEPENDENT STUDY