

Policy and Procedure Review

9-10-2026

AP 4101 Independent Study – The procedure was updated to include contract denial for Independent Study Contracts received after the last day to add a full-term course. It was also updated to remove departmental approval for students to enroll in more than the allowed units of independent study per semester, per discipline, and overall.

AP 5012 International Students - The procedure was updated to modify standardized testing requirements for F-1 non-immigrant students, remove the Intensive English Program (IEP) admission and remove provisions related to the District's IEP. The IEP tuition refunds were also removed from the procedure, in alignment with the removal of the program.

Academic Affairs

Sent to Maria C./Cara K. 7-9-2026

Jon H – 8-24-26

Sent to Dana Emerson – 8-31-26

AP 4101 INDEPENDENT STUDY**References:**

Title 5 Sections 55230 et seq.

Independent Study

Independent studies are courses designed for students to pursue intellectual inquiry outside of regularly scheduled course offerings. These are to be supervised by instructors, generally involving substantial student-instructor interaction. Each course shall be initiated on an individual basis via an agreement between the student and an instructor.

These courses are not designed to substitute for other courses offered by the academic departments.

Enrollment shall be through courses numbered 249A (1 semester unit), 249B (2 semester units), and 249C (3 semester units). One unit of credit requires a minimum of 48 hours of lecture, study, or laboratory work.

Academic Standards

Academic standards applicable to courses of independent study shall be the same as those applied to other credit courses as appropriate at the District.

Procedures for Evaluation

Procedures for evaluation of student progress shall be in accordance with regulations established by the District. A grade report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify the adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

Availability of Instructor

Independent study students shall have access to the instructor equivalent to access given to students enrolled in courses conducted by other instructional methods, including office hours.

Instructors are responsible for assisting the student in developing the proposal, granting instructor approval of the proposal, assisting the student in the independent study as necessary, evaluating the results of the study, and submitting the final grade to the Enrollment Services Office.

Independent study courses may be repeated more than once for credit provided the same topic is not repeated. An independent study course cannot be used to satisfy core requirements unless specified by the department to a maximum of three (3) units.

Procedures for Approval of Independent Study

- 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 cumulative GPA of 2.0 at College of Marin.
- The Independent Study Contract must be completed by the student and approved by the instructor and signed by the department chairperson.
- Independent Study Contracts must be submitted to the Enrollment Services Office by the last day to add a full-term course. **Contracts received after this date will be denied.**

Students are limited to one independent study course per semester, six (6) units of independent study per discipline, to a maximum of twelve units overall. ~~unless specified by a department to obtain a local certificate.~~

Office of Primary Responsibility: Enrollment Services

Date Approved: March 16, 2010 *Replaces portions of College of Marin Procedure 4.0003 DP.10*

Reviewed/Revised: June 19, 2012

Revised: November 14, 2023

Reviewed/Revised:

Student Services

Sent to Academic Senate on 7/27/26

J Horinek On 7/28/26

Sent to Dana E on 8/31/26

AP 5012 INTERNATIONAL STUDENTS**References:**

Education Code Sections 76141 and 76142;
Title 5 Section 54045;
Title 8 U.S. Code Section 1101 et seq.

Credit Program

The District is authorized under federal law to admit and enroll F-1 non-immigrant students. The District shall admit students who meet the following requirements:

1. Complete a Credit Application for Admissions
2. Complete an International Student Credit Program Application for Admissions
3. Provide evidence the student has a reasonable chance to succeed based upon their ability to comprehend, read, and write the English language, if native language is not English, through standardized testing, academic experience, or holistic assessment as outlined below:
 - a. Standardized testing:
 - i. An acceptable score on the official Test of English as a Foreign Language (TOEFL) of 500 on the written exam, 173 for the computer test or 61 on the internet based test; ~~students living in the United States may take College of Marin's Institutional TOEFL in lieu of the official TOEFL;~~ or
 - ii. An acceptable score on the International Test of English Proficiency (iTEP) of 3.9 or;
 - iii. An acceptable score on the International English Language Testing System Academic Test (IELTS Academic) of 6.0; or
 - iv. An acceptable score on the Pearson Test of English Academics (PTE) of 45; or
 - v. An acceptable score on the EIKEN Test in Practical English Proficiency (EIKEN) of Level 2 with a score greater than or equal to 2150.
 - vi. ~~College of Marin English Placement Exam: Placement into English 098 or 098SL or higher;~~
 - b. Academic Experience
 - i. ~~Successful completion of Level 3 at College of Marin Intensive English Program; or~~

- ii. ~~Successful completion of a minimum of 12 weeks of full-time study at a Student Exchange Visitor Program (SEVP)-authorized language training program with at least two-thirds of instruction at an advanced level; or~~
 - iii. ~~Successful completion of the California State Minimum Course Requirement for High School Graduation, or equivalent, from high school where English is the language of instruction in a country where English is the primary language (ESL courses excluded); or~~
 - iv. Successful completion of a minimum of 24 college level semester units or hours with a passing grade at a regionally accredited college or university where English is the primary language; or
 - c. Holistic Assessment
 - i. Any combination of standardized test scores, institutional assessment, demonstrated academic experience, and/or individual student characteristics that provide evidence the student has reasonable chance to succeed based upon their ability to comprehend, read, and write the English language. Final determination of holistic assessment of English proficiency shall be made by the Dean of Enrollment Services in consultation with faculty. Record of decision shall be maintained by Enrollment Services
- 4. Meet general admissions requirements as outlined in BP/AP 5010 Admissions
- 5. Provide evidence to warrant institutional issue of FORM I-20 in accordance with all applicable regulations set by the Student Exchange Visitor Program (SEVP), The United States Department of Homeland Security (DHS), The United States Department of State (DOS), and/or United States Customs and Border Protection (CBP).
- 6. Students are required to carry health insurance
- 7. Students are required to obtain a tuberculosis test clearance ~~from the Campus Health Center~~

Calculation of non-resident tuition fee applicable to non-citizens who have not or cannot establish residence, in an amount not to exceed the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. This fee cannot exceed 50 percent of the non-resident tuition charged other non-residents.

~~Intensive English Program (IEP)~~

~~F-1 International Students are admitted to the District's Intensive English Program under the following conditions:~~

- 1. ~~Students must be eighteen years of age or older or a high school graduate by the first day of the semester. Students who will not be 18 years of age by the first day of the semester, must have their parent and/or legal guardian sign a Parent/Legal Guardian Authorization Form and receive permission from the IEP Coordinator.~~
- 2. ~~Students must have completed at least one year of English instruction. (Renumbered below)~~
- 3. ~~Students must submit the following documents to the Office of International Education:~~
 - a) ~~A completed International Student Intensive English Program Application~~
 - b) ~~Evidence to warrant institutional issue of FORM I-20 in accordance with all applicable regulations set by the Student Exchange Visitor Program (SEVP), The United States~~

~~Department of Homeland Security (DHS), The United States Department of State (DOS), and/or United States Customs and Border Protection (CBP).~~

~~c) Application Fee (non-refundable)~~

~~d) Students are required to obtain a tuberculosis clearance from the Campus Health Center.~~

Tuition and Refund Policy

Tuition is due prior to program start date. ~~IEP tuition refunds will not be granted after the first week of the program.~~

Office of Primary Responsibility: Office of Student Learning

Date Approved: November 11, 2009

Date Reviewed/Revised: June 20, 2017

Date Reviewed/Revised: