How to Submit an Independent Project

After you have successfully submitted your Independent Project, you will be prompted to update and verify your contact information.

Please allow 48 hours after submitting for a response regarding your Independent Project. You will be prompted to either speak to your Dean, or input and mark completed for your approved Independent Project.

Marking Completed to an Independent Project

To mark completed to an Independent Project, return to Your Contract. You will be able to view the approved Independent Project.

Please click “Yes” for Completed to receive the Flex hours for the independent project. Click the “Submit” button to finalize.

Example of an independent project in Your Contract.
Submitting an Independent Project may sound daunting. This brochure will guide you through the process.

### Getting Started

First identify the type of Independent Project you are submitting. You have a choice of the following:

- Campus Activities
- Community Outreach
- Curriculum and Instruction
- Meetings and Committees
- Professional Organization
- Research/Writing
- Technology

The examples of the type of activities for the type of project you choose will automatically display in the *Examples of Project Activities*. The "meat" of your Independent Project.

### Information needed to submit an Independent Project

The following information is needed to submit your Independent Project:

- **Independent Project Title**
- **Start Date**
- **End Date**—Please make sure that your independent project is scheduled to end prior to the deadline date of the semester you are submitting the project for
- **Planned Hours**
- **Brief description of the project and explanation of how this will improve instruction**

1000 Characters maximum in this field

### Certifying your Independent Project

In order to submit your Independent Project, you must certify that you will complete the project described in the Independent Project form.

You will be required to type your full name as listed in the Flexible Calendar System.

Click “Save” or “Submit”. *NOTE: The Flex Coordinator or Flex staff will not be able to view “saved” Independent Projects.*

To access the information you have entered after “saving,” go to **Independent Project**.

To access the information you have entered after “submitting,” go to **Your Contract**.

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**San Diego City College Flex Committee**

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