**APPROVAL PAGE FOR PROPOSALS**

**Academic Affairs Council**

**Submission Information**

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| **Cheyney University Policy Number:** | AA 2010-1021 |
| **Policy Type:** | Individual Instruction |
| **Approved by:** | Academic Affairs Council |
| **History:** | Revised 10-1-2018 |
| **Related Policy(s):** | N/A |
| **Additional References:** | N/A |

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| **A: Purpose** | The purpose of this policy is to define the rules by which students may take courses by Individualized Instruction. |
| **B: Scope** | This policy applies to all students. |

**Rationale Information**

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| **D. Policy & Procedure(s)**  **INDIVIDUALIZED INSTRUCTION: PROPOSED LANGUAGE**  Individualized instruction is only available for students who have passed at least 30 credits. If it is mandatory that a student take a class that is not offered for a specific year and term and is a required course in the student’s program of study, that student may initiate a request for Individualized Instruction with the appropriate department Chair. The Chair will request a faculty member to offer the Individualized Instruction. If a faculty member agrees, then a Request for Individualized Instruction form must be completed and submitted. It must be approved by the faculty member, the department Chair, the Dean, and the Provost. Once approved the form will be forwarded to the Registrar and the course entered into the student’s schedule.   * Participation by any faculty member is strictly voluntary.  |  |  |  | | --- | --- | --- | | Course Credits | Workload Hr/Student | Maximum # of Students | | 1 | 1 | 9 | | 2 | 2 | 4 | | 3 | 3 | 3 | | 4 | 4 | 2 |  * Faculty members are limited to a maximum of 9 workload hours of Individualized Instruction in a given semester. For purposes of Individualized Instruction “workload hour” is equivalent to “credit hour” so: * Students enrolled in individualized instruction courses may expect to meet with the instructor for at least five (5) contact hours per credit offered. * Examinations and other work will be comparable to the requirements of the course when regularly offered. |

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| **Date Received from the AAC:** | 10/01/18 |
| **AAC Approval Date:** | 10/1/18 |
| **Provost Signature:** |  |
| **President Signature:** |  |