

# Cheyney University Policy Number AA-2010-1021

## Policy on Individualized Instruction

**Approved by:** President's Cabinet/ Academic Affairs Council

**History:** Revised -- 2-17-2009

Additional History

**Related Policies:** n/a

**Additional References:** n/a

### 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.

### C. Key words and phrases:

II – stands for Individualized Instruction of a course regularly-thought by the University.

Appropriate department Chair – the appropriate department Chair would be the chair of the department offering the course; for multiple prefix or interdisciplinary courses, it would be the department Chair with primary responsibility for scheduling the course in question.

Appropriate Dean – for undergraduate classes, the appropriate Dean would be undergraduate Dean who supervises the academic department in which the course or the faculty member resides; for graduate courses, the respective Dean would be the undergraduate Dean as described Above.

### D. Policy & Procedure(s)

1. For undergraduate students, individualized instruction (II) is only available for those who have passed at least 30 credits. For graduate students, II is only available after approval of degree candidacy.
2. In order for a course to be taught by II, it must be a regular university course that is not scheduled to be taught that semester. In addition, it must be a required course in the student's program of study.
3. A student may take only one course by II per semester.
4. A student may not repeat any course by II for which the student originally received a grade of "D" or "F".
5. The student initiates the request for an II with the appropriate department Chair. The course instructor, the appropriate department Chair, and the appropriate Dean must all approve that a course be taught by II.
6. A student enrolled in a course under II may expect to meet with the instructor for

at least 5 contact hours per credit offered. Examinations and other work will be comparable to the requirements of the course when regularly offered.

### **Course Guides**

#### **A. Purpose**

The purpose of this policy is to define faculty responsibilities in regard to the distribution of course guides to students in their classes.

#### **B. Scope**

This policy applies to all students.

#### **C. Key words and phrases:**

None

#### **D. Policy & Procedure(s)**

During the first week of classes, faculty members must distribute to their students a written course guide that contains at least the course requirements and the grading procedures. This information can be distributed separately or as part of such items as course outlines or syllabi. Any subsequent changes to this information must be given to the class in writing.