



## **Kutztown University Policy ACA-034**

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### **Individualized Instruction**

#### **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-taught 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 the dean who supervises the academic department in which the course or the faculty member resides; for graduate courses, the respective dean would be the college dean as described above and the Dean of Graduate Studies.

#### **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 and completion of 12 graduate credits. Professional credit students cannot register for an II.
2. In order for a student to request a course 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.

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4. A student may not repeat any course by II without the approval of the Graduate Exceptions Committee or the Undergraduate Exceptions Committee, as appropriate.
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. The completed form must be submitted to the Registrar's Office by the last day of the Add/Drop of that semester.
6. A student enrolled in a course under II may expect to meet with the instructor for at least five contact hours per credit offered. Examinations and other work will be comparable to the requirements of the course when regularly offered.

**E. Effective Date**

1992

**F. Approved By**

Academic Standards and Policy Committee – June 6, 1991

University Senate – December 1991

University President – January 9, 1992

University Senate – April 30, 2015

University Senate – December 5, 2019

University President – December 13, 2019

**G. Last Review**

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013

August, 2014

August, 2015

August, 2016

August, 2017

August, 2018

August, 2019

August, 2020