



Kutztown University Policy ACA-034

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 offered 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 both undergraduate and graduate courses, the appropriate dean would be the dean who supervises the academic department that offers the course or in which the faculty member resides.

D. Policy & Procedure(s)

1. For undergraduate students, individualized instruction (II) is only available for those who have earned at least 30 credits. For graduate students, II is only available after approval of degree candidacy and earning 12 graduate credits. Professional credit students cannot register for 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 offered 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 taught by II per semester.
4. A student may not repeat any course by II.

5. Under extenuating circumstances, exceptions to the policies stated above in parts 1, 2, 3, and 4 may be granted with the approval of an academic advisor of the student, the appropriate department chair, and the appropriate dean.
6. The student initiates the request for a course to be taught by 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 Period of the semester in which the course will be taught.
7. A student enrolled in a course taught by 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 it is offered as a regular course.

E. Effective Date

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
Academic Standards and Policy Committee – December 9, 2021
University Senate – February 3, 2022
University President – February 7, 2022
Academic Standards and Policy Committee – March 10, 2022
University Senate – April 7, 2022
University President – April 11, 2022
University Senate – October 6, 2022
University President – Oct 22, 2022

G. Last Review