



California University of Pennsylvania

POLICY: Individualized Instruction

A. Purpose & Scope:

To describe the process and procedure for students to request an Individualized Instruction

B. Definition(s):

Chairperson: The administrative head of a department

Dean: The administrative officer in charge of a college.

Provost: Chief Academic Officer of a college or university and is concerned with the curriculum, faculty, and academic affairs of the institution.

C. Policy:

Individualized Instruction may be granted to a student under the following circumstances:

- student must be in his/her final semester before graduation,
- the course must be required in the student's major,
- the course is not offered in the regular schedule, and
- all other options are explored; i.e., a suitable substitution.

D. Procedure(s):

The department chairperson, college dean and the Provost must approve the Individualized Instruction. Payment for faculty is based on the CBA.

E. Effective date: 2005 Faculty Handbook

Updated date: August 15, 2010