

**Effective:** October 1997

**Academic Policy  
INDIVIDUALIZED INSTRUCTION**

**Approved:** October 1997  
Reviewed: June 1, 2007  
Deans' Council, Faculty Senate  
Updated: August 7, 2019, Deans' Council

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Individualized instruction allows a student to take an established course that is not being offered in a given semester, through a special arrangement with a particular professor. Approval of the professor, department chairperson, and college Dean is required.

1. The application form for individualized instruction must be submitted to the Registrar's office to complete the registration process. Courses by individualized instruction are considered part of the student's course load.
2. Special Study Assignment forms must be processed for individualized instruction before the end of the add period of the semester in which the special study is undertaken by the student.
3. The Collective Bargaining Agreement provides additional stipulations.