



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. II—UNDERGRADUATE: COURSES 1.0

UNDERGRADUATE INDIVIDUALIZED INSTRUCTION

ADMINISTRATIVE POLICY

INTRODUCTION

This policy describes the process and procedure for students to follow in requesting permission to complete a course by Individualized Instruction.

Individualized Instruction is a method of instruction involving one-to-one teaching and self-paced learning based on a course outline with progressive goals leading to mastery of the learning outcomes. Individualized Instruction is offered only when the university has failed to offer a course according to schedule or with sufficient frequency and it is needed by a student for a critical reason. Both criteria must be met.

I. APPROVAL

An application for Individualized Instruction may be approved under the following circumstances:

- The student is in his or her final semester before graduation;
- The course is required in the student's major;
- The course is not offered in the regular schedule;
- All other options have been explored, e.g., a suitable substitution;

- There is no change in the basic content of the course from the traditional offering of the course, in particular, in the level, subject code, description, title, grading policy, credits, and course content;
- Each Individualized Instruction course must have a well-developed syllabus that clearly states student learning outcomes, number of hours of work expected, specific assignments, grading information, and course assessment. The syllabus should also include scheduled meeting times with the faculty member;
- An academic grade is assigned at the completion of the course, similar to that offered in the traditional offering of the course;
- All projects and assignments are completed within the academic term in which the student is enrolled in the Individualized Instruction; and
- The instructor of record:
 - a) approves the course of study as meeting university requirements;
 - b) ensures that the material is presented and taught in full in a timely manner;
 - c) agrees to assume responsibility if problems arise; and
 - d) ensures that the course grade is submitted on time.

II. Procedure(s)

- An Individualized Instruction application should be filed with the academic department of the student's major at least three weeks before the end of the semester preceding enrollment in the Individualized Instruction course. Application forms may be obtained online under the Office of the Registrar. A signed hardcopy of the application must be submitted to the academic dean of the student's major at least one week before the registration period ends, so it may be approved and enrollment completed. A partial/incomplete application will not be processed. The instructor, department chairperson, and college or school dean must all approve the Individualized Instruction application.
- Applications submitted after published registration dates will not be processed.
- Each professor/instructor should be assigned no more than one Individualized Instruction course each semester.

Date this new policy is effective September 27, 2013

First approved: September 23, 2013

Revised:

Approved by the Chancellor