



Committee Meeting: Policy & Governance Committee	Date: December 13, 2019
Committee Chair: Kathleen Masiello	
New or Edited: Edited Individualized Instruction	

**POLICY NAME:** Individualized Instruction

**POLICY TYPE:** Board

**SUBMITTED BY:** Joanne Colmerauer, Dean of Liberal Arts and Science, Dr. Jamie Smith, Dean of Liberal Arts and Science, Juan Martinez, Dean of Business and Public Service

**ISSUE OR STATEMENT OF PURPOSE:** To establish criteria and approval of Individualized Instruction

**NEW OR EDITED POLICY:** Edited

Individualized instruction is provided to students to assist in meeting requirements for program completion or under special circumstances when a student can demonstrate a compelling rationale where individualized instruction is needed.

Individualized Instruction courses must meet all requirements set by the institution for all standard courses. An Individualized Instruction Form (Appendix A) must be completed and approved by all parties before the instruction begins. Individualized Instruction will not be approved if a student can reasonably obtain credit for the course through another modality or can take another course to fulfill the same program requirements.

**DOES IT SUPERCEDE A POLICY/WHICH ONE:** Yes, Individualized Instruction Policy last approved April 26, 2018

**POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:**

Policy & Governance Committee recommends the Board of Trustees approve this Board policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Individualized Instruction.

**POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT:** Trustee Kathleen Masiello, Trustee Leonard Lenihan, Executive Vice President for Administration and Finance Penelope Howard, Provost and Executive Vice President of Academic and Student Affairs Douglas Scheidt, Employee Relations Manager Daniel Kaufmann, Dean of Liberal Arts and Science Joanne Colmerauer, Dean of Liberal Arts and Science Jamie Smith and Dean of Students Petrina Hill-Cheatom

**DATE OF BOARD APPROVAL:** January 30, 2020.

**POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:**



**POLICY NAME:** Individualized Instruction - **Continued**

Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board of Trustees Policy Manual.

**INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:**

Academic Deans reviewed policy and made recommendations. Academic Standards reviewed policy at October 2019 and November 2019 meetings. Policy was submitted to College Senate and approved by Senate at their December 10, 2019 meeting.

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of September 6, 2019 and December 13, 2019.

**History**

<b>Item:</b>	<b>Date:</b>	<b>Explanation:</b>
Policy adopted	June 1988	
BOT Review/Reaffirmed	September 2000	
BOT Reviewed and Revised	April 26, 2018	
BOT Reviewed and Revised	January 30, 2020	

**SUNY Erie Cross References**

<b>Policy Name or Procedure:</b>	<b>Where to find:</b>



## Individualized Instruction Form

Student ID/Name		Major/Code	
Course Name		Instructor	
Course Number		Campus	
Year/Semester		Unit	

**Justification for Individualized Instruction:**

\_\_\_\_\_ Required course to complete program of study. Course must be completed this semester

\_\_\_\_\_ Special circumstance for Dean’s consideration. Notes: \_\_\_\_\_

**Student:**

\_\_\_\_\_ This course is required to complete my program of study this semester.

\_\_\_\_\_ I have spoken to my adviser about this course.

\_\_\_\_\_ I understand that the expectations of the class are comparable to a standard class.

\_\_\_\_\_ I understand attending a seated section of this course is not an individualized instruction.

\_\_\_\_\_ I understand that this individualized instruction is not guaranteed until authorizations are submitted.

**Instructor:**

\_\_\_\_\_ The course will be delivered in its entirety as described in the syllabus for the course.

\_\_\_\_\_ All learning outcomes established for this course will be taught and assessed.

\_\_\_\_\_ To my knowledge, this course was assigned to me in compliance with the FFECC contract.

\_\_\_\_\_ The course will meet the requirements for any standard course offered through the institution.

\_\_\_\_\_ I understand that this individualized instruction is not guaranteed until authorizations are submitted.

**Required Signatures:**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair of Course: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of Academics (Student Program): \_\_\_\_\_

Date: \_\_\_\_\_

Dean of Academic (Course): \_\_\_\_\_

Date: \_\_\_\_\_