



Administrative Policy	
Policy Title:	Individualized Learning
Policy Number:	1051
Date Adopted:	12/19/2018
Version:	2.0
Review Cycle:	Biannual
Date Last Reviewed:	2/4/2021
Office Responsible:	Academic Deans
Reviewing Committee:	Academic Deans
Related Policies:	Independent Study
Related Laws:	

**Policy Summary:** Individualized Learning courses are designed to support student academic momentum and may be offered to students who need equivalent course credits in a specific term when the normal class is not offered.

**Scope:** Individualized Learning courses can be arranged by any JC department and offered at any JC instructional location, including online.

**Policy Statement:** Individualized Learning courses are equivalent to specific courses that are part of the normal Jackson College curriculum. They can be offered to students who need the equivalent course credits in a specific term, but the normal course is not offered or is cancelled.

Individualized Learning courses must be aligned with the same learning objectives as their equivalent JC course. They must also be of the same rigor as if the course was offered as part of the normal schedule.

Individualized Learning courses can be offered to students on an individual or small group basis. They require at least one supervising faculty member. Each Individualized Learning section also requires a syllabus, including a course calendar. Supervising faculty members must communicate with a student in an Individualized Learning course at least once per week over the course of the term. Both the student and supervising faculty member are responsible for keeping documentation of these communications. Please refer to the faculty contract for details on faculty compensation for Individualized Learning course arrangements.

Any proposed Individualized Learning courses must be approved in advance by the supervising faculty member, as well as the relevant department chair and supervising dean. Please refer to the Application for Individualized Learning Study form for more details regarding the process associated with this policy.

**Change Log:**

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
12/19/18	1.0	Initial Release	K. Thirolf
2/4/21	2.0	Biennial Review	VP Academics/Student Services