



Administrative Policy

Policy Title: Individualized Learning
Policy Number: AC-1051
Date Adopted: 12/19/2018
Version: 3.00
Review Cycle: Biannual Date Last
Reviewed: 9/25/2023
Office Responsible: Academic Deans
Reviewing Committee: Academic Deans
Related Policies: Independent Study
Related Laws:

Policy Summary: Individualized Learning Sections 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 sections can be arranged by any JC department and offered at any JC instructional location, including online.

Policy Statement: Individualized Learning Sections 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. The College reserves the right to base the decision on the exigency of the student(s)' need.

Individualized Learning sections 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 sections 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 section 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 sections arrangements.

Any proposed Individualized Learning sections 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
9/25/2023	3.00	Reviewed/ updates made	Z. McNitt/ Academic Deans