



## **Kutztown University Policy ACA-053**

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### **Registration for Individualized Instruction, Independent Study, and Internships**

#### **A. Purpose**

The purpose of this policy is to define the registration and approval procedures for individualized instruction, independent study, and internship courses.

#### **B. Scope**

This policy applies to all students.

#### **C. Key words and phrases:**

II – stands for Individualized Instruction

IS – stands for Independent Study

Appropriate department Chair – the appropriate department Chair would be the Chair of the department offering the course; for multiple prefix or interdisciplinary courses, it would be the department Chair with primary responsibility for scheduling the course in question.

Appropriate Dean – for undergraduate classes, the appropriate dean would be the undergraduate Dean who supervises the academic department in which the course or the faculty member resides; for graduate courses, the respective Dean would be the undergraduate Dean as described above and the Dean of Graduate Studies.

#### **D. Policy & Procedure(s)**

To enroll for credits by II, by IS, or by taking an internship, the student should secure the appropriate form from the department in which the course will be taught.

The student must then secure the approval of the course instructor and the appropriate department chair.

The student would then deliver the form to the appropriate College Dean's office to seek his/her approval. The Dean or designee should make the decision as to whether or not to grant the request within three business days from the time the form is submitted.

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If the request is approved, the original form would be forwarded to the Registrar to complete the registration for the class. The Dean's Office would then distribute copies of the approved form to the department chair and instructor in question.

If the request is denied, the Dean or designee would return the form to the student marked as denied and send copies to the department chair and instructor in question.

**E. Effective Date**

1994

**F. Approved By**

University Senate - 1994  
University President - 1994

**G. Last Review**

August, 2009  
August, 2010  
August, 2011  
August, 2012  
August, 2013