

Guidelines for Individual Instruction Freed–Hardeman University

Individual Instruction is a means of allowing the student to meet requirements for a catalog course by meeting with an instructor at some mutually agreed upon time other than the scheduled class period.

Individualized Instruction Courses will be Approved Based Upon the Following Criteria:

1. Scheduling error (at the individual school-level) with senior-level courses.
2. Transfer students (not part of the Tennessee Transfer Pathways).
3. A student has changed majors and courses are not offered every semester or once a year.
4. A student has health issues and documentation is provided from a health provider or the office of student disabilities.
5. Programs have implemented change and courses do not need to be replaced by course substitution due to course content.
6. A student is participating in the Belgium program and other solutions cannot be implemented. *(No more than two courses, per student, will be approved.)*

The Following Guidelines are to be Followed:

1. A failing grade (“WA,” “WF,” or “F”) earned at FHU cannot be removed by Individual Instruction.
2. Credit is to be earned only for regular courses listed in the catalog or for studies in which the teacher assumes primary responsibility for the design and delivery of instruction.
3. A student may enroll for Individual Instruction in a course only when some extenuating circumstance occurs which prohibits his/her enrolling in the class in a regular manner.
4. Individual Instruction for catalog courses or topical seminars will carry the same department title and number as the course or seminar.
5. The workload and expected achievement level will be equivalent to that of the regular course. The regular syllabus will be used with minor deviations permitted.
6. The student will meet with the teacher at least once each week during the fall and spring semester, at least twice each week during a four-week summer term. The teacher will act as a tutor, providing the necessary input for the student (in contrast with independent study where the student assumes principle responsibility for collecting information).
7. The time encompassed from the beginning to the end of Individual Instruction will be determined by the maturity of the student, the nature of the course, and any other pertinent factors, or if during the summer, a regular summer term.
8. A student who desires to apply for Individual Instruction should pick up forms from the dean of the school in which the study will be offered or the office of academics. These should be completed in consultation, with the instructor who is to serve as tutor, signed by the instructor, the advisor, the department chair, the school dean, and presented to the vice president for academics for final approval. The student is responsible for getting the necessary signatures.
9. When all the requirements have been met, the teacher serving as the tutor will send in writing to the registrar the grade that the student is to receive.
10. The approved, signed application for Individual Instruction represents a contract between the student, the teacher, and the office of academics. All parties involved must approve any changes in the contract.

**Individual Instruction
Request for Approval
Freed–Hardeman University**

Full Name: _____ Advisor: _____

FHU Email Address: _____@students.fhu.edu Campus Box #: _____

GPA: _____ Major: _____ Credit Hour(s): _____

Course No. _____ (31) Course Title: _____

Proposed Beginning and Ending Dates of Instruction: _____

Anticipated Graduation (*semester & year*): _____ Study Abroad: (Y) / (N) (*circle one*)
(*For Study Abroad, no more than two courses, per student, will be approved.*)

What extenuating circumstance(s) has/have occurred, which prohibits regular enrollment in the class? Be specific. (If it is due to a class conflict, please explain and provide the names of both classes.)
(Ex: GEN101-02) (*If additional space is needed, use the back or a separate attached sheet.*): _____

I understand that the tuition for the above will be the same as regular classroom credit. The same rules also apply for course withdrawal and refund.

Student Signature: _____ Date: _____

STUDENT SHOULD NOT WRITE BELOW THIS LINE

Procedures for Instruction (*to be completed by the Instructor*):

Instructor's Name: _____ Place: _____

Time for Meetings – Day of Week: _____ Hours: _____ to _____

Resources: _____

Tests and Other Evaluative Techniques: _____

Any Deviation from the Syllabus: (Y) / (N) (*circle one*) IF yes, Explain: _____

Signatures and Approval or Denial of Request:

Instructor: _____ (A) / (D) Date: _____

Advisor: _____ (A) / (D) Date: _____

Department Chair: _____ (A) / (D) Date: _____

School Dean: _____ (A) / (D) Date: _____

Vice President for Academics: _____ (A) / (D) Date: _____

PAYMENTS TO BE ASSESSED BY THE VICE PRESIDENT FOR ACADEMICS.