

Policy History
<b>Policy No.</b> AC2
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> September 4, 2001

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## Guided Study Policy

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### A. DEFINITIONS

1. For the purposes of this policy, guided study refers to the offering of a course using a mode of instruction other than classroom instruction. In general, this will primarily involve self-study by the student with periodic guidance from an instructor. Guided study is not to be construed as instruction by correspondence or distance education.
2. Home campus. A student's home campus is defined as that campus on which she/he has taken or is taking the majority of her/his courses.

### B. POLICY

1. Special circumstances appropriate to the offering of a course by guided study would include the following:
  - a. low demand or low enrolment for a course;
  - b. only one course is required by a student in order to complete her/his graduation requirements and it is not being offered during the current semester or term;
  - c. To meet special program requirements.
2. Only courses listed in the calendar may be offered by guided study and the goals and objectives of the course must be adhered to. Courses that involve work experience, or substantial laboratory work will not be offered by guided study. Similarly, courses that depend heavily on student-instructor interaction will not be offered by guided study.
3. To be eligible to enroll in a course offered by guided study, a student must normally meet the following criteria:
  - a. must have successfully completed or received transfer credit for a minimum of twelve (12) semester credit hours at Kwantlen Polytechnic University;
  - b. must have achieved a minimum CGPA of 3.00;

- c. enrolment must not result in exceeding the normal academic workload for the student's program;
  - d. must be currently enrolled in at least one (1) other course at Kwantlen.
4. Normally, a course will not be offered by guided study if it is currently being offered by classroom instruction.
  5. A contract to provide instruction for a course by guided study must be signed by the student and instructor and approved by the appropriate Dean.
  6. The tuition and other fees for a course taught by guided study will be the same as the tuition and other fees charged for a course taught by classroom instruction. Because of the particular fee arrangements for the instructor's services, no refund will be issued to a student after the course has begun.
  7. Upon successful completion of the course, a passing grade will be assigned. Failure to complete the course successfully will result in a grade of Fail (F) being assigned.
  8. Exceptions to this policy may be granted at the discretion of the Vice President Academic.