

SPECIAL CIRCUMSTANCES

ARTICLE NUMBER: 437

LAST APPROVED: May 6, 2019

REFERENCE: D029

PURPOSE

Tillamook Bay Community College (TBCC) reserves the right to establish procedures for unusual circumstances. Such procedures may be, but not limited to, the following;

A. Experimental Courses

All programs are authorized to offer experimental Special Topics Courses for the purpose of introducing new materials on a trial basis. The following designations shall be used:

XX 199X or XX 299X, Course Title (e.g., ART 299B History of Photography)

Experimental courses shall be approved by the appropriate Faculty Curriculum Committee, and/or the Chief Academic Officer. A course outline, including the course description and learning outcomes, must be filed with the Office of Instruction, but no other approvals will be required.

Experimental Courses shall be offered a maximum of two terms, after which the course material must be offered in a conventionally numbered course having the normal course approval. Except as provided in the "Granting Degrees and Certificates Policy," degree and certificate candidates shall be limited to 9 credits of 199-299 Experimental Courses.

B. Student Enrollment in Concurrent and/or Overlapping Courses

Students may not enroll in concurrent or overlapping courses. Exceptions may be granted only after approval by the Chief Academic Officer.

C. Student Overload

Students are allowed to enroll in a maximum of 19 credits hours. Special permission must be obtained from the Chief Academic Officer to increase registration above 19 credit hours.

D. Course Substitutions

Students have the right to petition for the following:

- a. Waiver of comprehensive degree and/or certificate requirements
- b. Substitution of course work to meet the General Education requirements

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- c. Substitution of course work to meet degree and/or certificate requirements
 - d. Awarding of non-traditional credit

Substitution of course work to meet General Education requirements or waivers of comprehensive degree and/or certificate requirements shall be approved/disapproved by the Chief Academic Officer or a designee. For substitutions of course work to meet degree and/or certificate requirements, and/or for awarding of non-traditional credit, the campus designee shall approve/disapprove petitions in accordance with guidelines established by the Faculty Curriculum Committee. No student can graduate for less than the required number of credits. Credit can be given for equal course work, but it cannot be waived entirely.

E. Independent Study

Independent Studies are allowed in rare and unusual circumstances (e.g. a course is needed for graduation and/or the course is guaranteed on a student's degree map and there is insufficient enrollment to run the course as a normal section). In these circumstances an Independent Study Application will be completed and submitted for approval to the Chief Academic Officer. The course must run during a regularly scheduled term and include a written plan for course expectations and meeting the course learning outcomes.

F. Student Membership on College Committees

Student input on college committees is valuable for the student, staff and community. Committee work provides a learning experience for students as well as an opportunity to be an active participant in the policy-making and environment shaping of the college community. Policies have a major impact on Tillamook Bay Community College's mission to recruit and retain students, and student input provides staff with the viewpoint of the individuals we are hired to serve. It also provides employees the opportunity, as educators, to mentor and pass on "lab experience" in group process, communication, decision-making and other life-long skills. Committees are an integral part of the Tillamook Bay Community College's policy-making process; therefore, Tillamook Bay Community College committees that recommend, formulate, or review student affairs policy shall include student membership. College Council will always ask for a student member.

G. Student Identity

TBCC reserves, and exercises, the right to verify student identity, particularly students who enroll, register and complete courses at a distance.