

## **SPECIAL CIRCUMSTANCES**

ADMINISTRATIVE RULE NUMBER: D029

LAST APPROVED: November 1, 2019

RELATED TO POLICY SERIES NUMBER: 432 & 437

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### EXPERIMENTAL COURSES: D029.1

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:

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

Experimental courses shall be approved by the Vice President of Instruction and Student Services. 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.

### COURSE REPETITION: D029.2

Unless otherwise noted, TBCC courses can be taken up to two additional times for credit. Certain CTE programs have exceptions to this requirement. Contact the Office of Instruction for additional information.

### INDEPENDENT STUDY: D029.3

Occasionally a guaranteed course may be cancelled due to low, or no, enrollment. In these circumstances, where the course is required for the student's program, every

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effort will be made to secure an Independent Study. The Independent Study course must meet the same curriculum content, outcomes, objectives, and rigor found in the traditional course. Prior to awarding credit in an Independent Study;

- A. An Independent Study Form must be developed and signed by the Instructor, Student, and Vice President of Instruction and Student Services. The form for Independent Study is in the Curriculum SharePoint site.
- B. The Independent Study course must maintain the same content, syllabus, and course learning outcomes, as a regular course offering.
- C. Written documentation that demonstrates that the student fulfilled the course objectives through activities, tests, papers, or projects must be collected and maintained by the instructor; and
- D. Departments must maintain Independent Study grade records and files in accordance with college academic records policy.