

## Educational Series (4000)

### Procedure #4031

## Curriculum Deviations

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In extenuating circumstances, a curriculum deviation may be made on the students' behalf if they have completed or earned credit for relevant alternative coursework. The alternative coursework needs to meet degree and/or certificate requirements and outcomes.<sup>1</sup>

Curriculum deviations for coursework in the Associate of Arts Oregon Transfer (AAOT), Associate of Science Transfer in Business (AST-B), Associate of Science Transfer in Computer Science (AST-CS), and Associate of Science are only approved in the case of a documented disability.<sup>2</sup>

Curriculum cannot be deviated more than 30% of the total credits required for a published/approved degree and/or certificate program.<sup>2</sup>

### Career and Technical Deviations

Curriculum deviations for coursework in CTE AAS degrees and certificates must follow the approval process outlined below:

1. Instructor/Program Chair/Academic Coordinator
  - a. A CTE course instructor, Program Chair (PC) or Academic Coordinator (AC) meets with student to discuss possible curriculum deviations for selected program of study.
  - b. Once coursework is chosen, a curriculum deviation request form is completed via the Enrollment Services dashboard page. The request must include an explanation for the use of the curriculum deviation and how the deviated course chosen meets degree/program outcomes.
  - c. Submits curriculum deviation request for review to CTE Dean or approved designee\*.
    - i. If a curriculum deviation is for a General Education course within the CTE AAS degree or certificate requirements, then the request will go to the subject area General Education Dean for review
2. Dean/Director or Approved Designee\*
  - a. Reviews the curriculum deviation request
    - i. If approved, include statement of support then route form to Graduation Services.
    - ii. If denied, include reason for denial then route request back to instructor/program chair/academic coordinator.

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<sup>1</sup> Northwest Commission on Colleges and Universities

<sup>2</sup> Community Colleges and Workforce Development Handbook & Planning Guide

1. For General Education deviations, if Gen Ed Dean denied the requested deviation and the CTE Dean/Director or approved designee disagrees, the two parties will meet to discuss a resolution.
  - iii. Dean notifies Instructor/PC/AC and student of denial with rationale.
3. Graduation Services
- a. Reviews curriculum deviation for completeness and correct signatures.
    - i. If student is receiving Veterans Benefits, forwards notification of curriculum deviation to Veterans Certifying Official
  - b. Applies substitution to student record once Application for Degree or Certificate form is submitted and processed.
    - i. Emails student once curriculum deviation has been processed and applied to degree audit.

\*CTE Dean/Director can establish an approved designee to sign off on curriculum deviations. Designee needs to be at the Academic Coordinator level or higher. A list of CTE Deans/Directors and any approved designees will be kept in the Graduation Services office.

### **Students with Accessibility Deviations**

Students with documented disabilities will work with the Accessibility Services office and subject area Deans. Curriculum deviations will be facilitated by Accessibility Services in conjunction with subject area Deans on a case by case basis.

*June 25, 1985 Adopted*

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*College Council*

May 10, 2006; May 17, 2019, March 14, 2025

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*Revised*