

Undergraduate Special Topics Courses Policy

Purpose:

To allow colleges and schools some latitude in mounting course offerings when confronted by special circumstances. Visiting scholars, for example, could give a one-time offering in their field of expertise rather than fitting it into a regular course already on the books. In addition, these could be utilized to test new ventures, to have a fall-back when program changes have been delayed, etc. Special Topics courses can also be used as custom-designed courses for single students or groups of students.

Guidelines:

1. Every offering of a special topics course must be recommended by a department and approved by the faculty of the college responsible for the course. It should be forwarded to the Academic Programs Committee and the Registrar's Office for information when the course is approved
2. A college may wish to delegate responsibility for approving special topics courses to its program or curriculum committee.
3. Courses must be in an approved subject area and should be numbered 298, 398, 498, 598 or 299, 399, 499, or 599. Special Topics courses may not be offered at the junior level.
4. These special topic courses are not intended to replace regular course offerings and normally cannot substitute for a required course in a program.
5. The maximum number of times a single topic can be offered is twice in five years (unless approved by the Academic Programs Committee.) The Committee will periodically review the offerings to ensure compliance.
6. While colleges will determine the maximum number of credit units in special topics courses that could be applied to a program, the Academic Programs Committee expects the total should exceed 6 credit units only in exceptional circumstances.