

POLICY

In order to provide an opportunity to offer courses for college credit on a very short notice, and to allow students an opportunity to benefit from such offerings, academic departments are authorized to create a new course category of "special topics". This special offering is intended as a supplement, not a substitute for established course approval procedures as outlined in Procedure #7100.

ADOPTED: May 26, 1987
Revised: February 26, 1996

PROCEDURE

"Special Topics" courses shall be available in every discipline. Each course will be numbered 299. If a department offers subsequent courses in the same discipline, the number 299 would be preceded by the letters "A", "B", "C", etc.

A Special Topics course is developed, discussed, reviewed and approved by the academic department; and requires only the approval of the Vice President of Academic Affairs, subject to the following constraints:

1. Approval to be for two successful semester offerings only. Subsequent offerings would require approval via procedure #7100.
2. Special Topics courses are expected to meet all of the criteria of any college credit course.
3. The proposal for each course would have to justify the need for consideration as a Special Topics course.
4. Courses based on media presentations would require additional instructional content sufficient to ensure college credit quality. Additional content may include assigned reading and class attendance. Rigorous student evaluation would be required.
5. The Curriculum Committee will review and discuss (only) all Special Topics courses before the course is offered.

Adopted: May 27, 1987

Revised: November 1, 1988

Revised: February 27, 1996

Revised: April 30, 1996

Revised: April 25, 2000

Revised: November 21, 2000