Chapter 13
SPECIAL TOPICS COURSES

Purpose: The designation of a course as *Special Topics* is used when a course is in the experimental stage of development or when a department offers a course as a special topic when the subject for the course has a short life span (for example, when a visiting professor is teaching in the department). A semester syllabus (see Appendix E) for each Special Topics course must be approved by the department curriculum committee, the department chairperson, and the college dean.

Course numbers: By action of the University Senate, course numbers 581, 681, 781, and 881 have been set aside for a special category of courses that can be repeated for credit. Dual-level 481/581 Special Topics courses can also be offered. A department may offer several Special Topics courses of different title and content simultaneously, and students are permitted to schedule more than one of these courses. University Senate policy restricts the number of Special Topic credits a graduate student may use toward the completion of a graduate degree to six (6) credit hours (see the *Graduate School Catalog*).

Number of offerings: University policy restricts the number of times any Special Topics course may be offered to **three**. It is the responsibility of the department chairperson and college dean to monitor the offering of each Special Topics course to ensure that it is <u>not offered more than three times</u>. Special Topics courses cannot become a regular part of a department's curriculum without receiving formal approval by the Graduate Committee and the Senate. To convert a Special Topics course to a regular course offering of the department or program, follow the guidelines for new course proposals described in Chapter 10.

University Policy (approved at Senate 02/27/01):

Special Topics courses are restricted to three offerings. Under exceptional circumstances, a fourth and final offering of a Special Topics undergraduate or graduate course will be permitted if a complete new course proposal has been submitted to the University Wide Undergraduate Curriculum Committee or Graduate Committee prior to the scheduling of the fourth offering.