

PROCESS AND CRITERIA FOR APPROVING SPECIAL TOPICS COURSES (CORE AND NON-CORE)

Core Special Topics:

Core Special Topic courses must be submitted on a Course Leaf Course Approval Form and all the core curriculum fields that appear in the form must be completed. In addition, a course syllabus must be attached to the form.

Core Special Topics Course Numbering Protocol: Core special topic courses must use the following course numbering protocol: Each course submitted will have a unique course number to allow for a repository of special topics courses offered under each domain. The course numbering system will include the Prefix, Course Number, Domain Abbreviation and chronological number (GIST 340-CAP-01, CCCA 110-CCA -01). Course Title should start with Topic: (GIST 340-CAP-01 Topic: Beyond Borders).

Approval Steps: Core Curriculum Special Topics courses will have the following Approval Workflow Steps: Dean of Academic Affairs, Domain Leader, Core Steering.

Non-Core Special Topics:

Special Topics courses (non-core) must be submitted on a Course Leaf Course Approval Form. If the course is an honors course, all of the honors fields that appear in the form must be completed. In addition, a syllabus must be attached to the form.

Non-Core Special Topics Numbering Protocol: Non-Core special topics courses must use the following course numbering protocol: Each course submitted will have a unique course number to allow for a repository of special topics courses offered. The course numbering system will include the Prefix, Course Number, ST (special topics) and chronological number. In addition, the course title should start with Topic: (BIOL 195-ST-01 Topic: distinct section title).

Approval Steps: Non-Core Curriculum Special Topics courses will have the following Approval Workflow Steps: Department Chair, Dean of Academic Affairs.