

Course Offerings using Special Topic numbers

Departments are encouraged to try out new course material on an experimental basis through the use of a Special Topics course number before formally proposing as a new course with a permanent number. Most departments have a designated course number approved for offering an experimental course; normally within the course number range of 290-298 or 490-498. Not all course prefixes have a special topics number established. To establish a special topics course number in your department/college, the proposal must be submitted as a new course via CIM.

Proliferation of courses without consideration for student demand or strength of course offerings in related areas should be avoided.

Limit on offering of a Special Topic

The use of special topics numbers (and other general numbers in the 290 or 490 series) for the experimental introduction of new courses is encouraged under two conditions:

- that the content of the course is manifestly appropriate to the department or program offering it and
- that the experimental course be proposed as a new course with a permanent number and approved through regular College and University procedures **prior to its being scheduled for a third time**.

A special topic is only permitted to be offered two times. A third offering as a special topic may be permitted upon approval by the Dean of Academic and Student Affairs (DASA).

GEP Special Topic offering

To offer a special topic that will also satisfy a GEP category/co-requisite, please [click here](#) for more information.

Special Topics Title

To create a specific title for the special topics offering, contact the [University Scheduling Office](#) in Registration and Records to establish the title for use when scheduling the section of the course for an upcoming term. Notes about the content of the special topics (course description, contact information) can be added to the section offering of the course by the [departmental scheduling officer](#) in the "notes" section of the schedule.

Special Topics Change in Grading Method for a term offering

The instructor for a special topics offering may request to have the approved grading method changed for the course offering on a per semester basis. A [Request to Change the Semester Grading Method on a Course form](#) must be completed and include the full course title, be signed by the department head and submitted to the [Office of Undergraduate Courses and Curricula](#) via email or campus mail (Box 7105) for processing and approval by the Dean, Division of Academic and Student Affairs or designee.

If requesting a change in grading method from **S/U to letter grading** for the semester, the method of evaluation for letter grading must be stated on the form. Once approved, the form will be sent to

Registration and Records for implementation. Please contact the [University Scheduling Office](#) if any questions regarding the implementation of the change in grading method.

A request to change the grading method must be submitted each semester the course is offered. A course action should be submitted prior to the offering of a special topics for a third time.

Approval Process

Offering a course as a special topics using an existing special topics course number does not require approval beyond the department or other internal processes for such an offering as established by the College. See above for approvals for GEP special topics courses.