

<b>Procedure</b>	<b>Special Topics / Experimental Courses</b>
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Procedure Number:	201.90
Date Adopted:	2/23/99
Last Revision:	11/14/14, 5/4/17
Approved by:	Faculty Senate

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### Maximum Offerings

A specific Special Topics course may be taught a maximum of four times. Each semester, the Registrar will run a report of special topics courses offered four times. The report will be submitted to ASCRC. The Faculty Senate Administrative Associate will notify affected departments that the courses may not be offered a fifth time unless a justification for compelling special circumstances is approved by ASCRC.

### Catalog Language

The following Standard catalog Language will be entered into the catalog at the request of departments wishing to add a special topics course to the catalog. Departments may change the repeatability or the wording by submitting a course form by the fall curriculum review deadline.

**U x291 Special Topics Variable cr. (R-6)** Offered intermittently. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings relating to current problems or new developments in the discipline.

Normally a special topics/ experimental courses should not be part of specified requirements for a major or minor, but may be counted as an elective course toward the major.

### Rationale

Special Topics/ Experimental Courses allow department flexibility in developing curriculum and provide a mechanism for visiting faculty to teach courses without going through the formal review process.

Students must be guaranteed access to required courses. Therefore, required courses should normally have permanent course numbers. Special Topics / Experimental courses may be listed in a group of suggested or required classes or may substitute for a requirement with the department's permission.

### Schedule and Transcript Language

All special topics or experimental courses will include "ST:" as the title prefix.

The inclusion of the ST in the title will distinguish the Special Topics/Experimental course that has not been reviewed from permanent courses that may have the same title.

### Permanent Topic Numbers

Multidisciplinary units may use permanent course numbers for topical studies within a discrete discipline if all topics taught using the course number meet a set of 3-4 common course outcomes set by the governing discipline. These courses may be repeated a limited number of times if the topics studied are sufficiently unique. Students will work with instructors and advisors to determine if such repetition is appropriate for a given section of the course:

For example:

LIT 430 - Studies in Comparative Lit (R-9) Offered intermittently. Prereq., consent of instr. The study of important literary ideas, genres, trends and movements. Credit not allowed for the same topic in more than one course numbered 430, LS 455, MCLG 440, or MCLG 494

ANTY 330X - Peoples and Cultures of World (R-9) Offered autumn and spring. Study of the peoples of various geographic regions and their cultures.