

Special topics courses generally meet one of the following requirements:

- The course is being offered on a specific topic of interest to students who have requested such a course
- A faculty member is interested in offering a course on a special topic
- A course is being piloted to see if there may be sufficient interest to add the course to the regular curriculum

Not every discipline has been approved to offer special topics courses; if approval has been granted, then the catalog has listed course numbers specifically designated as special topics courses for that discipline.

All special topics courses will have numbers assigned to them that are either 292-295 (for a lower-level course) or 492-495 (for an upper-level course). Special topics courses may be from 1 to 6 credit hours.

Before a special topics course can be approved, a syllabus with a course outline of sufficient detail to permit an accurate evaluation of the course content must be submitted; the syllabus must also include the textbook or other resources to be used as well as evaluation methods.

For a special topics course to fulfill any requirements (general education, honors, writing-enhanced, diversity, Bible, major, or minor), appropriate approval must be sought before the course is offered.

Before a special topics course can be placed on the schedule, the attached form must be completed and the appropriate signatures received. Once all relevant signatures have been received, the course has been approved; academic council action is not required.

Special topics courses are approved for one semester only. To offer the course again as a special topics course, the same approval process must be used. If a special topics course becomes a regular course, it must go through the same approval process as a regular course.

When special topics courses are offered, the specific name of the course is entered on the students' schedules and transcripts.

Proposing a Special Topics Course

Proposed course name: _____

Prefix: _____ 292-95 or 492-95

Credit hours: _____

Term: _____

Proposed schedule time: _____

Note: a course is approved only for a specific term; if the course is to be offered again, a new proposal must be submitted.

Brief course description: _____

Has this course been offered before? _____ If so, when? _____

Instructor: _____

Instructor's qualifications for course: _____

Prerequisites, if any: _____

Number of students expected to take course: _____

Are there plans to make this course a regular course? _____ If so, when, and on what basis will a decision be made? _____

Note: Academic Council approval is required to make a course a regular course.

Should this course be used to fulfill any general education requirements? If so, which? _____

If approvals for any of the following are needed, please list the dates of approval by the appropriate bodies (*General Education Committee, Honors Committee, Bible Faculty or Writing Enhanced Committee*).

- | | |
|--|----------------------|
| <input type="checkbox"/> General Education Requirement | Date Approved: _____ |
| <input type="checkbox"/> Honors Committee | Date Approved: _____ |
| <input type="checkbox"/> Diversity Requirement | Date Approved: _____ |
| <input type="checkbox"/> Writing Enhanced Requirement | Date Approved: _____ |
| <input type="checkbox"/> Bible Requirement | Date Approved: _____ |

Will this course be used to fulfill any major or minor requirements? If so, list which major or minor it should be applied to and if it is a substitution for an existing course? _____

If course fulfills major or minor requirements, have the appropriate approvals been received? Please explain approval process. _____

Attach a syllabus with a course outline of sufficient detail to permit an accurate evaluation of the course content. Syllabus should also include textbook or other resources as well as evaluation method.

Approvals:

Chair of school offering the course

Dean of college offering the course

Registrar

If course fulfills general education requirements, chair of general education committee

If course fulfills honor program requirements, chair of the director of the honors program

If course fulfills diversity requirements, chair of the diversity committee

If course fulfills writing-enhanced requirements, chair of writing-enhanced courses committee

If course fulfills Bible requirements, chair of the School of Biblical Studies

If course fulfills major or minor requirements, relevant school chair and/or dean

Vice President for Academic Affairs

Once all signatures have been received, this form should be distributed to all deans, the registrar, and the VPAA as well as to any other relevant school or committee chair.