

Guidelines and Deadlines: Special Topics (ST) Courses - Graduate and Undergraduate

- **Special Topics (ST)** course requests are submitted for approval in Curriculog. Three different forms are available: 1- Undergraduate courses Fall, Spring, Summer; 2- Graduate courses (7/8 courses submitted on one form, not separately) Fall, Spring, Summer; 3- 4000/6000 level courses (submitted on this one form) Fall, Spring, Summer.
- **Summer/Fall Semesters: March 1 deadline.** Proposals in by this deadline have best chance of appearing in the schedule viewed by students for Fall registration. Final deadline for Fall is July 1.
- **Spring Semester: November 1 deadline.** ST course proposals by this deadline have best chance of appearing in the schedule viewed by students for Spring advising/registration. Final deadline for Spring is January 1.
- **ST Course Numbers.** Course number ranges for selection by department faculty are listed by course prefix in the Undergraduate and Graduate catalogs. ST courses will need different numbers if proposed as regular new courses in later semesters.
 - Course content (and title) may be offered up to three times in a three year period; beyond that the course must be proposed as a **new course**, using a new course number.
- **Course syllabus must include:**
 - Course Prefix, Number, Course Title.
 - Course Description (be sure to include pre-requisites)
 - Required texts and or readings (in the rare case that no text or readings are required, please explain). **Just noting "see Canvas" or TBA is not sufficient. Provision of text/readings is one important indication that course content, place in curriculum, and need for the course has been pre-determined. This documentation is important because ST courses are special cases which do bypass our regular faculty Councils' approval process and are noted as such in SACSCOC and other accreditation documents.**
 - Course Learning Outcomes/Objectives
 - Course Methodology (including how students will be evaluated, nature of course assignments, grading scale).
 - Tentative Schedule including topics and content to be covered
 - NOTE: If a course is a 4000 course with a 6000 cognate, you will need to be sure to note additional requirements/work/assignments for the 6000

level on the syllabus. Graduate School will not approve courses without this information.

- **Final acceptance of ST course request.** After any issues have been resolved and approvals are made in Curriculog, the Registrar's Office will send the ST request originator an email indicating that the course has been put into Banner and directing the faculty to work with their department scheduler for the final step of course scheduling.