

REQUEST FOR ARTS AND SCIENCES (A&S) SPECIAL TOPICS AND DIRECTED STUDIES COURSE APPROVAL

NOTE: A SPECIFIC SPECIAL TOPICS COURSE MAY BE OFFERED A TOTAL OF THREE TIMES. IF THE COURSE IS TO BE OFFERED A FOURTH TIME, IT MUST BE PROPOSED AS A NEW COURSE AND MUST GO THROUGH ALL LEVELS OF THE FORMAL COURSE APPROVAL PROCESS.

SIGNATURES:

A&S DEPARTMENT CHAIR	DATE	APPROVE	DISAPPROVE
COLLEGE CURRICULUM COMMITTEE*	DATE	APPROVE	DISAPPROVE
COLLEGE DEAN(S)	DATE	APPROVE	DISAPPROVE

*REQUIRED ONLY WHEN COURSES ARE NOT DIRECTLY ASSOCIATED WITH AN A&S DEPARTMENT.

PLEASE COMPLETE AS INDICATED

COLLEGE/UNIT:		DEPARTMENT:	
CONTACT PERSON:		PHONE:	
E-MAIL:			
TERM AND YEAR OF IMPLEMENTATION			

I. COURSE NUMBER REQUESTED (SELECT ONE)

A&S 299: Special Topics _____ A&S 294: Directed Studies _____
 A&S 499: Special Topics _____ A&S 599: Special Topics _____

II. CREDIT HOURS (1-4) _____

III. PREREQUISITES _____

IV. ATTACH A COURSE SYLLABUS WHICH MINIMALLY INCLUDES THE FOLLOWING:

- Full course title and number
- Objectives of the course
- Description of activities, reading, projects and/or assignments
- Basis for evaluation and final grade determination

V. TRANSCRIPT COURSE TITLE (30 CHARACTER LIMIT INCLUDING SPACES AFTER LISTING, SPECIAL TOPICS OR DIRECTED STUDIES)

EXAMPLE: Special Topics: Baroque Fugue or Directed Readings: Ibsen)

Special Topics: _____ OR Directed Studies _____

VI. DUPLICATION

DOES THIS COURSE DUPLICATE THE CONTENT OF ANY OTHER EXISTING COURSES IN THE UNIVERSITY CATALOG WITH RESPECT TO ITS TITLE, PURPOSE OR CONTENT OR APPEAR TO POSSIBLY FALL UNDER THE PURVIEW OF ANOTHER DEPARTMENT/SCHOOL?

YES _____ No _____

IF YES, LIST THE SPECIFIC COURSE(S)

AND

ATTACH OR INSERT BELOW A RATIONALE AND JUSTIFICATION FOR ANY APPARENT/PERCEIVED DUPLICATION WITH OTHER EXISTING COURSES IN THE UNIVERSITY OR OVERLAP WITH ANOTHER DEPARTMENT'S PURVIEW. NOTE THAT SPECIAL TOPICS COURSES SHOULD NOT BE CROSS-LISTED WITH REGULARLY SCHEDULED COURSES OFFERED AT A DIFFERENT LEVEL.

IT IS THE RESPONSIBILITY OF THE DEPARTMENT CHAIR TO SEE THAT THE FOLLOWING ITEMS ARE ACCOMPLISHED/ APPROVED/ACCEPTABLE.

IF THERE IS POTENTIAL DUPLICATION OR A QUESTION OF PURVIEW, HAS THE DEPARTMENT CHAIR CONTACTED THE OTHER DEPARTMENT, SHARED THE RATIONALE/JUSTIFICATION AND OBTAINED SUPPORT FOR THIS COURSE OFFERING?

Yes _____ No _____

HOW MANY TIMES HAS THIS SPECIFIC SPECIAL TOPICS COURSE BEEN OFFERED IN THE PAST?