



Policy: 03-01-00

Special Topics/Indep Study/ Seminar/Spec Courses

OFFICE OF RECORD: Vice President for Academic Affairs

ISSUED BY: Vice President for Academic Affairs

APPROVED BY: 03-01-00

EFFECTIVE DATE: 4/3/87 (Revised 8/3/99)

Policy

Each offering of a Special Topics/Independent Study/Seminar/or other special course will have defined content and requirements commensurate with the indicated credit.

Procedure

Undergraduate Courses

Each time a Special Topics/Independent Study/Seminar/or other special course is offered a course synonym request form is to be filled out and sent to the Registrar. A syllabus for that particular offering will be on file in the College Office and in the Vice President for Academic Affairs' Office prior to the start of the course.

Graduate Courses

Each time a special topics course is offered, a syllabus for that particular offering is approved by the Graduate Council prior to the start of the course. Copies are maintained in the College Office and the Vice President for Academic Affairs' Office.

Download Course Synonym Request Form ([Microsoft Word](#)) ([Adobe PDF](#))