

DCRC Policy regarding approval of Special Topics Courses

Approval of Special Topics courses for Category 1 or 2 diversity credit may occur under the following specific guidelines:

- 1) Approval of a Category 1 or Category 2 course that carries a “special topics” number (095, 096, 195, 196, 295, 296) will be for the course taught by the instructor listed on the Course Action form only.
- 2) Approval of a Category 1 or Category 2 course that carries a “special topics” number is for one academic year only.
- 3) A request for another year of approval for the same course taught by the same faculty member requires only a letter from the instructor indicating the course has not changed from that originally approved by the DCRC.
- 4) A “special topics” course approved for Category 1 or 2 diversity credit will be approved for a maximum of three offerings in separate semesters (and/or winter or summer sessions). Two or more sections of the course in the same semester taught by the same faculty is equivalent to one offering.
- 5) To continue to be offered to meet a Category 1 or 2 diversity credit requirement following three offerings, a permanent number and position in the catalogue is required.
- 6) When a “special topics” course approved for Category 1 or 2 diversity credit is transitioned to a permanent number, a full DCRC review must be completed, as for any new course requesting to fulfill the requirement.

Approved by Curricular Affairs Committee 2/14/08