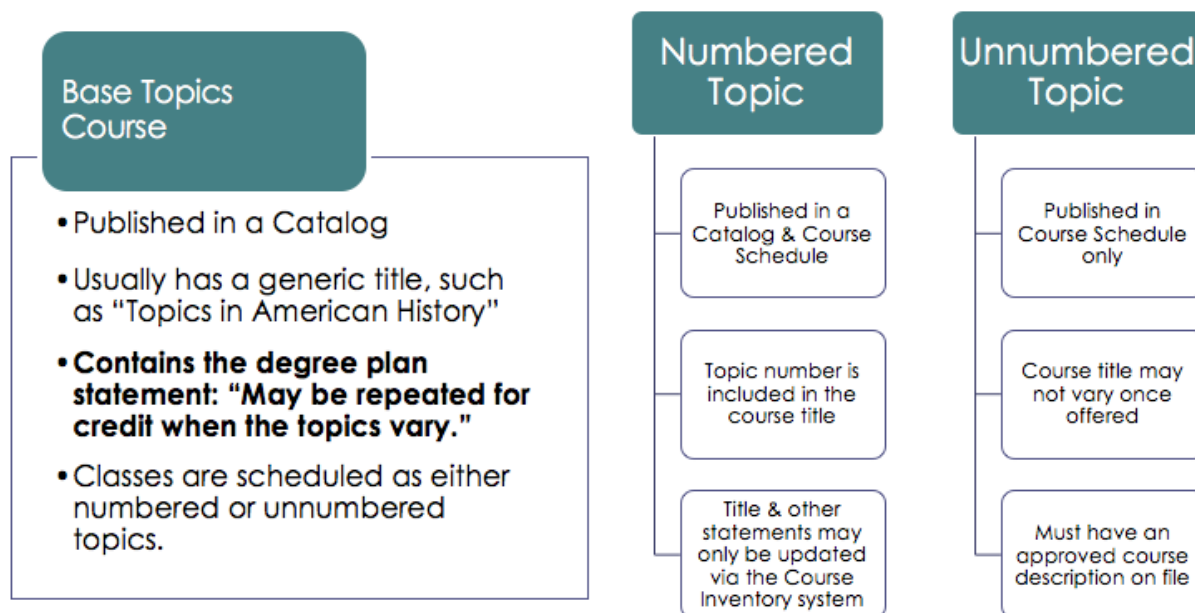


# UNDERGRADUATE UNNUMBERED TOPIC COURSE DESCRIPTION POLICY

Most “new” undergraduate course titles printed in the course schedule are unnumbered topic titles offered under a base topics course number.



## BASE TOPICS COURSE ASSIGNMENT:

Departments should assign unnumbered topics courses to the appropriate base topics course number.

- All of the attributes of the base course, such as contact hours, degree plan statements, and prerequisites, must be true for all topics offered under that base number. Topics should also satisfy all learning competencies required if the base course satisfies Core, course-level flag(s) or a specified major requirement. An unnumbered topic, or a relation to one, should **not** be offered if it does not meet these conditions. Academic units will need to either choose a different base course or wait to offer the course until it is added to the undergraduate catalog course inventory as a stand-alone course.
- Once assigned to a base topics course, the unnumbered topic may **not** migrate to another base topic number.
- If the topic will be used to satisfy specified degree requirements (see Degree Applicability section), it should be added to the undergraduate course inventory as a stand-alone course number as soon as possible and it would be best to wait to offer the course until it has been added to the catalog course inventory.

### **COURSE CONTENT OVERLAP:**

New unnumbered undergraduate topics courses must have **less than a 30%** content overlap with a previously offered course, including those offered under a different field of study such as Plan II and Signature courses or those taught in a foreign language. If the proposed topics course contains more than a 30% content overlap, the course must be listed under the previously offered course title/number or altered to contain less than 30% content overlap. If that is not possible, the topic may not be approved until it can be added to the course inventory with appropriate degree plan statements.

### **APPROVAL PROCESS:**

A new unnumbered undergraduate course topic, or title, must have an approved course description on file before it can be scheduled for publication. Approvals are **topic course number- AND instructor-specific**. If a different instructor will teach the same course title within that period, an updated course description must be submitted.

Descriptions must include the following:

1. course number and title,
2. semester and year,
3. instructor name & academic rank,
4. proposed cross-listings,
5. one- to three-paragraph description of course content,
6. proposed texts/readings (N/A, TBD, or course packet are not acceptable),
7. basis of grading, and
8. signature of the department chair or chair designate.

### **Deadline:**

Course descriptions should be submitted to Document Library by the “home” department no later than two weeks following the closing of Original Phase for the corresponding semester. It is the “home” department’s responsibility to submit course descriptions for approval; “guest” departments do not need to submit them.

### **Approval period:**

Approved descriptions are valid for **two academic years**. Course descriptions may **not be renewed** after the initial approval period.

If the department/center would like to continue offering the topic, an inventory change adding it to the catalog inventory as either a numbered topic (if the base topic course number satisfies a specified degree requirement) or a stand-alone course will be needed provided it meets the degree applicability requirements (below).

### **SCHEDULING NEW UNNUMBERED TOPICS:**

During Original:

- the base topic course title should be used as the course title in Class Manager. Cross-listings may NOT be added to base topic course titles.

During Chair's Proof:

- If the course description was submitted by the deadline AND is approved in Document Library, the topic title should be updated and any cross-listings should be added and linked.
- **If the course description is not submitted by the deadline or not approved by the last day that Chair's Proof is available to non-Deans, the base topic course title may be added/retained in Class Manager in order to save the timeline.** The title will then need to be updated and any cross-listings will need to be added during Advance Copy. This may impact flag applicability.

During Advance Copy/Course Schedule Update (CSU):

- A CSU should be forwarded once a course description has been "submitted" to Document Library. Students may NOT register for base topic course titles, so please cancel/update these courses as soon as possible or restrict the registration via the PS screen in \*NRRECS. Failure to take appropriate action may result in the cancellation of the topics course.

#### **DEGREE APPLICABILITY OF UNNUMBERED TOPICS COURSES:**

- May not satisfy specified degree requirements (e.g., major, minor, certificate, Core). This is a University policy.
- May satisfy elective hours or major, minor, certificate, and other degree requirements if offered under a base topic course number that is a specified requirement. This includes track/area/concentration requirements within majors.
- May not have more than three schedule same-as course relationships (thru academic year 2019-20).
- May be added to the inventory once it has a defined role in the curriculum, ideally with at least two instructors dedicated/willing to teach it for the next 4-5 years and at least once a year. In most cases, topics should be added to the inventory as stand-alone courses.