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

**Unnumbered Topics Base Course Assignments:**
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 meet 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 Plan II, 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.

COURSE DESCRIPTIONS:
A new unnumbered undergraduate course topic, or title, must have an approved course description on file before it can be scheduled for publication.

Descriptions must include the following:

1. course number and title,
2. semester and year,
3. instructor name & academic rank,
4. cross-listing information,
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 associate chair.

DEADLINE:
Course descriptions should be submitted to Document Library by the “home” department no later than two weeks before the opening of Chair’s Proof 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.

Approved descriptions are valid for **two academic years**. 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.

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 or stand-alone course will be needed provided it meets the degree applicability requirements (below).

When scheduling topics that have not yet been approved during Original, “Placeholder” should be used as the course title in Class Manager. Once course descriptions are designated as approved in Document Library, you may update your title during Chair’s Proof. **If the topic is not approved, the course (and its timeline) will be deleted.** A Course Schedule Update and an approved course description would then be needed for the topic to be added to the Course Schedule during Advance Copy.
**Degree Applicability of Unnumbered Topics Courses:**

- May not satisfy specified degree requirements (e.g., major(s), minor(s), certificate(s), Core, CoLA Area). This is a university-wide policy.
- May not have more than three schedule same-as course relationships.
- May satisfy major, minor, certificate, and other degree requirements by satisfying specified base topic course requirements or elective hours. This includes track/area/concentration requirements within majors.
- May only be added to the inventory once it has a defined role in the curriculum (major, minor, certificate, Core, CoLA Area) 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.