Special Topics Courses

Executive Order 1037 has eliminated repeatability from courses unless the undergraduate students grade is C- or below. Some departments have a need for courses to be repeatable due to content needing to be taken more than once in order to obtain a more comprehensive understanding and/or to increase skillset or to organize a course with content that has possible sub-topics.

To address the need for repeats, academic programs can set up courses to be topic based. Topics-based courses usually have titles that are either “Special Topics in...” or “Topics in...” When academic programs propose topics-based courses they submit a series of topics to be used in scheduling that will appear on the students transcript. Topics are approved only if there is a specific greensheet submitted for each topic via a minor curriculum change request. Approved topics are then entered into CMS and are available for scheduling.

How topics work - When scheduled, topics-based courses MUST include a course topic ID. Course topic ID’s are set up based on the greensheet submitted via a minor curriculum request. When the scheduler for a department schedules a topics-based course, he or she MUST add a course topic ID to the class topic field on the basic data tab of the Schedule of Classes in CMS. This topic will ensure a student can repeat the course regardless of the grade from a previous semester. So it is important for department schedulers to ensure they have the topic name the faculty member wants to offer when scheduling the course.

How Faculty propose a course to be Repeatable When Topic Changes (Topics-Based)

1. Submit Minor Curriculum Course Change Form. Be sure to fill out all of Part I.
2. On Part II be sure #5, #10, #10a, and #12 are filled out properly (See how to properly fill out repeat areas, below).
3. Create a greensheet for each topic you would like to have associated with the course.
4. Submit packet to proper committees and signature authorities for approval and forward to the office of UGS.
How to Properly Fill Out Form for Repeats and Topics (Part II of Form)

1. Submit Minor Curriculum Course Change Form. Be sure you fill out all of Part I. Course title must usually be either “Special Topics in X” or “Topics in X.”
2. Add first topic title in Part II #5
3. Select course as repeatable in Part II #10
4. Part II 10a: List how many times course can be repeated when topic changes as well as a justification. Approval is dependent on this entry (#units x # repeats = Total Unit Repeatability) Example: 3 unit course x 2 repeats (when topic changes) = 9 units total
5. If using more than one topic, list additional topics in Part III #12. Remember a greensheet must be submitted for each topic in order to be approved and added to CMS.

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Example:

Course Title: Special Topics in Economics
Course Title: Topics in Economics
Course Title: Economics

Part II #5: Add first topic title

Part II #10: Select course as repeatable

Part II 10a: List how many times course can be repeated when topic changes as well as a justification. Approval is dependent on this entry (#units x # repeats = Total Unit Repeatability) Example: 3 unit course x 2 repeats (when topic changes) = 9 units total

Part III #12: Add additional topics if using more than one topic.