

## Special Topics Courses

### Using the Format 1A Form

A special topics course is prepared when the course material will be offered just one time. Generally, they are exempt from the curriculum review process beyond the College/School level, and are submitted directly to the Registrar's Office upon the dean's approval. Course numbers for special topics end in **-93**. Special topics courses do not carry core designators (although students may petition for core credit after taking the course).

Semester length special topics courses are subject to the submission deadlines for regular courses (see page 1 of this manual). There is often more leeway, though, since they are not published in the UAF Catalog. Courses less than a semester's duration must be submitted to the Registrar's Office no later than two weeks before the course is scheduled to begin. Courses should not be advertised (nor students registered) until fully approved course paperwork is on file in the Registrar's Office.

If a graduate level special topics course is submitted from a department that does not offer graduate programs, it must be approved by the Graduate School. Also, all offerings above the level of approved programs must be approved in advance by the Provost. In such a case, the course would be first submitted to the Provost for approval, and then go to the Graduate School next before going forward to the Registrar's Office.

A special topics course differs from a trial course in two main respects:

- While a trial course undergoes review at a Faculty Senate curriculum committee, a special topics course does not.
- A special topics may only be offered one time upon submission and approval of the form; while a trial course may be offered three times once approved. (Trial courses need not be offered over consecutive semesters.)

Submit Special Topics Format 1A to:

**Registrar's Office:**  
102 Signers' Hall  
Box 7495  
registrar@uaf.edu



#### WHERE DO I GET THIS FORM?

Curriculum forms may be downloaded from the links on the UAF Governance web site at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/>

Click on the link to the Course and Degree Procedures Manual for a list of linked forms.

Submit original with signatures to **Registrar's Office** and send an electronic file copy to Governance Office

**SPECIAL TOPICS COURSE PROPOSAL** (attach a syllabus)

**SUBMITTED BY**

Department		College/School	
Prepared by		Phone	
Email Contact		Proposed Instructor	

**COURSE IDENTIFICATION**

Dept		Course #	<u>  93  </u>	No. of Credits	
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Justify upper/lower division status & number of credits:

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PROPOSED TITLE

--

CROSS LISTED?  
YES/NO

--

If yes,  
Dept.

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Course #

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(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

STACKED? YES/NO

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If yes,  
Dept.

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Course #

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(The syllabus must clearly indicate differences in required work and evaluation for students at different levels.)

**DATE/PLACE OF OFFERING**

Date of Offering

--

Semester/Year or Beginning/Ending Dates

Place/Campus of Offering

--

**COURSE FORMAT**

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT:  
(check all that apply)

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6 weeks to full semester
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OTHER FORMAT  
(specify)

Mode of delivery  
(specify lecture, field trips, labs, etc)

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CONTACT HOURS PER WEEK:

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LECTURE  
hours/weeks

--

LAB  
hours/week

--

PRACTICUM  
hours/week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)

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GRADING SYSTEM (check one):

LETTER

PASS/FAIL

COMPLETE COURSE DESCRIPTION with course number, title and credits (50 words or less, if possible):

**RESTRICTIONS ON ENROLLMENT (if any)**

PREREQUISITES

These will be required before the student is allowed to enroll

in the course.

SPECIAL RESTRICTIONS,  
CONDITIONS

PROPOSED COURSE FEES

\$

Has a memo been submitted through your dean to the Provost for fee approval? Y/N

**PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? Y/N

If yes, give dates, course #, etc.:

**ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

Yes

**JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

**APPROVALS:**

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		
	Date	
Signature of Provost (if applicable*)		

**\*Offerings above the level of approved programs must be approved in advance by the Provost.**

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE.**

**ADDITIONAL SIGNATURES: (If required)**

	Date	
Signature, Chair, Program/Department of:		
	Date	
Signature, Chair, College/School Curriculum Council for:		
	Date	
Signature, Dean, College/School of:		

**ATTACH COMPLETE SYLLABUS (as part of this application).** This list is online at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

**SYLLABUS CHECKLIST FOR ALL UAF COURSES**

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

**1. Course information:**

☐ Title, ☐ number, ☐ credits, ☐ prerequisites, ☐ location, ☐ meeting time (make sure that contact hours are in line with credits).

**2. Instructor (and if applicable, Teaching Assistant) information:**

☐ Name, ☐ office location, ☐ office hours, ☐ telephone, ☐ email address.

**3. Course readings/materials:**

☐ Course textbook title, ☐ author, ☐ edition/publisher.

☐ Supplementary readings (indicate whether ☐ required or ☐ recommended) and ☐ any supplies required.

**4. Course description:**

☐ Content of the course and how it fits into the broader curriculum;

☐ Expected proficiencies required to undertake the course, if applicable.

☐ Inclusion of catalog description is *strongly* recommended, and

☐ Description in syllabus must be consistent with catalog course description.

**5. ☐ Course Goals (general), and (see #6)**

**6. ☐ Student Learning Outcomes (more specific)**

**7. Instructional methods:**

☐ Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

**8. Course calendar:**

☐ A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

**9. Course policies:**

☐ Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

**10. Evaluation:**

☐ Specify how students will be evaluated, ☐ what factors will be included, ☐ their relative value, and ☐ how they will be tabulated into grades (on a curve, absolute scores, etc.) ☐ Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

[http://www.uaf.edu/files/uafgov/Info-to-Publicize-C\\_Grading-Policy-UPDATED-May-2013.pdf](http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf)

**11. Support Services:**

☐ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

**12. Disabilities Services:** Note that the phone# and location have been **updated**.

<http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

☐ State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

5/21/2013