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

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.

Course descriptions are course number- and instructor-specific and are valid for three years. If a different instructor will teach the same course title within the three-year period, an updated course description must be submitted.

Course descriptions may not be “renewed” or approved after the initial three-year cycle. If the department/center would like to continue offering the topic, an inventory change will need to be made adding it to the catalog inventory as a numbered topic or stand-alone course.

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 need to be submitted to the web-based Document Library application by the “home” department by the fifth working day following the close of Original Phase for the corresponding semester. It is the “home” department or center’s responsibility to submit course descriptions for approval; “guest” departments do not need to submit course descriptions.

Generic topics titles may be used to schedule courses that have not been assigned an instructor as of the Chair’s Proof closing deadline. These courses should have “real” titles assigned by the official academic advising period. A Course Schedule Update form and course description will need to be forwarded to the Associate Dean for Academic Affairs for this change to be processed.

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 course number. Topics offered should also meet all learning competencies required if the course satisfies Core, Area, or specified major requirements. An unnumbered topic or cross-listing should not be offered if it does not meet these conditions. You will need to wait to offer the course until it is added to the inventory as either a stand-alone course or as a numbered topic under an appropriate base topics course.

• Once assigned to a base topics course, the topic may not migrate to another base topics number.

MOVING” AN UNNUMBERED TOPIC TO A DIFFERENT BASE TOPICS COURSE:
Unnumbered topics courses may not be offered under different base topic course numbers within a field of study or across fields of study. The only way for the unnumbered topic to be offered under a different base topic course number is for it to be added to the catalog inventory as a numbered topics course.

Numbered topics may not “move” between topics courses unless it is retired from the “old” number and added to the “new” number via inventory changes.

COURSE CONTENT OVERLAP:
New unnumbered undergraduate topics courses must have less than a 30% content overlap with a previously offered course. If the proposed topics course contains a greater than thirty percent content overlap, the course must be listed under the previously offered course title/number.