

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR- 3.9**

TITLE: SPECIAL TOPICS COURSE REGULATION

DEFINITION: The Special Topics Course Regulation defines the criteria to develop and schedule courses not currently offered as part of the College's approved curriculum or listed in the College's Catalog. Special topics courses are intended to enhance student learning by providing opportunities for academic learning beyond what the College offers in its formally approved curriculum.

EFFECTIVE DATE: JUNE 10, 2005, MARCH 22, 2016

Regulation Definitions:

Eastern generated course: A course developed and offered by Eastern faculty. This excludes those courses brokered from other accredited institutions of higher learning.

Special Topics Course: A course of instruction involving timely, special or unique topics not listed in the formally approved course offerings of the College.

Process:

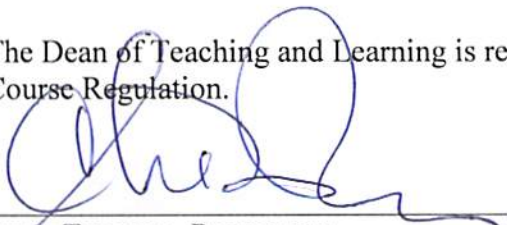
Special topics courses are to be developed and scheduled according to the following:

- 1) Special topics courses may be scheduled with the approval of the appropriate Division Chairperson. Special topics courses are not required to undergo the formal Curriculum Design and Recommendation Regulation review prior to initial offering.
- 2) A special topics course may be offered two times without recommendation of LOT.
 - a) After the second offering, the special topics course must be submitted for formal review according to the Curriculum Design and Recommendation Regulation (AR 3.7) for adoption as an approved course in the College curriculum or be approved to continue as a special topics course for an additional two offerings. If neither option is selected, the course will be discontinued.
- 3) Special topics courses will be listed with the subject prefix and number designated as 199 or 299.
 - a) The course numbering will be determined according to the level of defined learning outcomes as first year (199) or second year (299).
- 4) Special topics courses may be awarded 1 – 5 credit hours.
- 5) Special topics course grading options will be determined by the department offering the course and identified on the Master Course Record Form.

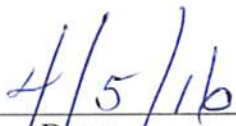
Approved by LOT: 3/21/16

Approved by President's Cabinet: 3/22/16

- a) Grading options will adhere to allowable formats identified in the College's grading policy (AR 4.3).
- 6) The Division Chairperson or designee:
 - a) reviews proposed course to ensure it does not duplicate courses listed in the College catalog
 - b) approves the special topics course for listing on the schedule
 - c) assures the course outcomes are equivalent to college level learning standards
 - d) monitors number of times course is offered to insure it does not become part of the curriculum without receiving formal LOT approval
 - e) estimates cost associated with course and feasibility of offering course
 - f) determines course relationship to the curriculum
 - g) coordinates the completion of the Master Course Record Form for all Eastern generated special topics
 - h) facilitates acquisition and review of course descriptions, course outcomes and syllabi for brokered special topics courses prior to listing the course in the College schedule
- 7) Because special topics course descriptions do not appear in the College Catalog, the Division Chairperson must submit special topics course descriptions to Associate Dean for Academic and Learner Support Services for publication in the schedule.
- 8) Given that students can receive credit for multiple courses listed as special topics, all special topics courses are required to list a descriptive title to differentiate courses on the student transcript. This provides for transcript tracking and avoids course duplication.
 - a) The phrase "Special Topics" or "ST" will appear in the course title designating it as a special topics course.
- 9) The Dean of Teaching and Learning or designee is the official custodian for all special topics course Master Course Record Forms and syllabi.
- 10) The Dean of Teaching and Learning is responsible for implementation of the Special Topics Course Regulation.



CHARLES TERRELL, PRESIDENT



DATE