Special Offerings Policy  
School of Art  
Approved Fall 2002

Recognizing the importance of experimentation and innovation to keep abreast of the latest developments in the arts, the School of Art encourages the periodic use of special topics offerings. Special topics courses may be offered as ARTC 400, ARTD 495, ARTE 495, or ARTH 495, ARTS 300 or 400 (2D), ARTS 301, or 401 (3D). Special topics courses at the 300-level are for cross-divisional purposes (with art foundations prerequisites only) and 400-level for specialized work within a specific discipline.

Note: A graduate number may be attached to a 400-level course, but not to a 300-level course.

In order to avoid a negative impact on other course enrollments, staffing needs, and resource allocation, special topics offerings must be carefully planned. Therefore, the following policy will be in effect:

1. Faculty wishing to teach an ARTS, ARTC, ARTD, ARTE or ARTH special topics course must submit a proposal to the appropriate division for approval.

2. Following approval from the division, the division head will submit the proposal to the Curriculum Committee for the final approval.

All proposals must include the following:
1. Title of course
2. Course number
3. Number of credits
4. Correct contact hours
5. Prerequisites, if any
6. Amount of lab fee (as pre-established)
7. Syllabus for the course
8. Rationale for the course:
   a. Who is the potential audience for this course?
   b. How will the proposed offering affect other courses in the division?
   c. What course will the faculty member give up in order to teach this course? What will happen to that regular offering? If it will still be taught who will teach it? How do you anticipate it will be funded?
   d. Are there adequate resources (facilities, equipment, library materials) available to teach the special topics course? If not, can the division and/or area afford to purchase the necessary additions?
   e. Does the syllabus meet the standards of the division in terms of the nature and amount of material to be covered, method of student evaluation to be used, etc.?
   f. Will this course be accepted as a substitute for a requirement in the area/division? Will it be accepted by other areas/divisions?