

ACAF 2.03 CREATION AND REVISION OF ACADEMIC COURSES

[Click here for the full version of the policy [ACAF 2.03 Creation and Revision of Academic Courses](#) and its [Appendices](#). Forms and other instructions can be found at www.sc.edu/provost/acadprog.]

APPENDIX 3: SPECIAL TOPICS COURSE APPROVAL PROCEDURES

New Special Topics Course Development

Step 1: Department Decides to Offer a Special Topics Course

- To develop a Special Topics course for addition to a department's bulletin list of courses for the first time, the offering unit should follow the procedures in Appendix 1: New Course Approval Procedures using the New Course Proposal (NCP) form. The NCP form should include a specific description of how often the course may be taken by an individual student, and how credit is to be assigned.
- All forms are available at www.sc.edu/provost/acadprog.

Step 2: Department Seeks Registrar's Office Approval

- Once the NCP form has been approved through the proper channels, the Office of the Registrar will assign codes to the course based on the specifications provided by the offering unit regarding frequency and credit.

Scheduling a Special Topics Course for a Particular Semester

Following initial approval, special topics courses still need to have their content cataloged through the Office of the Registrar each time they are offered, so that the course titles entered onto the transcripts are recorded accurately.

Step 1: Department Scheduling Committee Decides to Offer a Special Topics Course

- Department decides upon course title and suffix, which must be distinct from other Special Topics courses taught during the same semester.
- Department completes Special Topics Course (STC) form, procures chair's signature.
- All forms are available at www.sc.edu/provost/acadprog.

Step 2: Department Seeks Campus/College/School Approval

- Department submits signed STC form to appropriate campus/college/school curricular dean/committee.

Step 3: Department Seeks Registrar's Office Approval

- After campus/college/school approval, department submits STC form to Office of the Registrar for review and addition to the online course catalog listing, prior to Master Schedule course entry period.
- During the course entry period for Master Schedule Production and Classroom Scheduling, department may add the Registrar-approved Special Topics course to their master schedule, being sure to enter the complete and correct title and suffix.

- Department may choose to add a description of the content as a footnote during online master schedule entry.
- After course entry period has been de-activated, Office of the Registrar ensures that the Special Topics class is included in the master schedule.

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